



ORIGINAL
DO NOT REMOVE
FROM FILE

Contract No.: 775-9766

Agreement to Supply: SECURITY GUARD SERVICES

This agreement, made and entered into this the _____ day of _____, 2007, is by and between the **CITY OF FORT LAUDERDALE**, a Florida municipality, City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301, hereinafter called the "City" and

Name of **CONTRACTOR**: **Navarro Security Group, Inc.**

Address: **1341 SW 21 Terrace** City: **Fort Lauderdale** State: **FL** Zip: **33312**

A Corporation ☒ A Partnership ☐ An Individual ☐ Other: _____

authorized to do business in the State of Florida, hereinafter called the "Company" or "Contractor." Witnesseth that: Whereas, the City did advertise and issue a Request for Proposal (RFP) for supplying the requirements of the City for the items and/or service listed above for a period of **one year with four one-year extension options** and the Contractor submitted a proposal that was accepted and approved by the City.

Formal authorization of this contract was adopted by the City Commission on: **7/17/2007 Pur-10**

Now, therefore, for and in consideration of the premises and the mutual covenants herein contained, the parties covenant and agree as follows:

1. The Company agrees to provide to the City security guard services during the period beginning 07/17/07 and ending 07/16/08 for the requirements listed above and according to the following specifications, terms, covenants and conditions:

a. This contract form G-110, the Request for Proposal containing General Conditions, Special Conditions, Specifications, addenda, if any, and other attachments forming a part of RFP Number 775-9766 and the Contractor's proposal in response, form a part of this contract and by reference are incorporated herein.

b. In construing the rights and obligations between the parties, the order of priority in cases of conflict between the documents shall be as follows:

- 1) This contract Form G-110, Rev. 12/00
- 2) The City's RFP and all addenda thereto
- 3) Contractor's proposal in response to the City's RFP

c. Warranty: The Company by executing this contract embodying the terms herein warrants that the product and/or service that is supplied to the City shall remain fully in accord with the specifications and be of the highest quality. In the event any product and/or service as supplied to the City is found to be defective or does not conform to specifications the City reserves the right to cancel that order upon written notice to the Contractor and to adjust billing accordingly.

d. Cancellation: The City may cancel this contract upon notice in writing should the Contractor fail to reasonably perform the service of furnishing the products and/or services as specified herein upon 30 days written notice. This applies to all items of goods or services.

e. Taxes Exempt: State Sales (#85-8012514506C-7) and Federal Excise (#59-600319) Taxes are normally exempt, however, certain transactions are taxable. Consult your tax practitioner for guidance where necessary.

f. Invoicing: Contractor will forward all invoices in duplicate for payment to the following: Finance Department, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. If discount, other than prompt payment terms applies, such discount MUST appear on the invoice.

2. Contract Special Conditions: The following special conditions are made a part of and modify the standard provisions contained in this contract Form G-110.

3. Contract Summary:

a. Attachments:

Navarro Security Group, Inc.'s response to the RFP and a copy of the RFP document.

b. Payment Terms: Net 30

c. Delivery: Per RFP

d. Insurance: Yes ☒ No ☐

e. Performance Bond/Letter of Credit: Yes ☐ No ☒

f. Procurement Specialist's Initials: RE

4. Contractor's Phone Numbers: Office: 954-581-1516

5. Contractor's Fax Number: 954-581-8687

6. Contractor's E-Mail Address: sorrentino@navarrosecurity.com Website: www.navarrosecurity.com

City of Fort Lauderdale

By: Nick Walker for K.B.
Director of Procurement Services (City Manager's Designee)

Auth: Sec. 2-180(8) of Code and Procurement Memo No. 04-03

Date: 8/2/07

Approved as to form:

Samy Bangel
Senior Assistant City Attorney

Date: 7/30/07

Contractor/Vendor

Nick Navarro

Name of Company Officer (please type or print)

By: Nick Navarro
Authorized Officer's Signature

Title: PRESIDENT / CEO

Date: 07/31/07

SHARRON NAVARRO

Secretary (please type or print)

Attest: Sharon Navarro
Signature of Secretary

**CITY OF FORT LAUDERDALE
MARINE FACILITIES**

REQUEST FOR

Bid#775-9766

**CONTRACT
COPY**

SECURITY SERVICES

**June 12, 2007
2:00 p.m.**



**NAVARRO SECURITY GROUP, INC.
1341 S.W. 21st TERRACE
FORT LAUDERDALE, FL 33312**

Telephone # 954 – 581 - 1516

Prepared by Louis Sorrentino, Director

Vendor Response Form

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.rfpdepot.com. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that his bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by: Nick Navarro

(signature)

6/6/07

(date)

Name (printed) Nick Navarro

* Title: President/CEO

Company: (Legal Registration) Navarro Security Group Inc.

CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address: 1341 S.W. 21st Terrace

City Fort Lauderdale

* State: Florida

* Zip 33312

Telephone No. (954) 581-1516

* FAX No. (954) 581-8687

E-MAIL: sorrentino@navarrosecurity.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 1 days

Payment Terms (section 1.03): net 30

* Total Bid Discount (section 1.04): 1%

Does your firm qualify for MBE or WBE status (section 1.08):

MBE ☒ WBE ☐

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

Addendum No.

Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation.

Variances:

Navarro complies with the full scope of this solicitation.

Please enter your password below and click Save to update your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on RFP Depot's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **Navarro**

Password

Nick Navarro, President/CEO

* Required fields

1: OFFICE LOCATION

Navarro maintains offices in each of the tri-county areas, Broward, Miami Dade and Palm Beach counties.

The company's main headquarters and Technical Division are located at:

The Navarro Group, Inc.
1341 S.W. 21st Terrace
Fort Lauderdale, FL 33312

Tel: 954 581 1516
Fax: 954 581 8687
E-mail: Sorrentino@navarrosecurity.com
Web Address: www.navarrosecurity.com

Other locations:

Dade County Office
6801 N.W. 77th Avenue, Suite 308
Miami, Florida 33166

Palm Beach County Office
2001 Palm Beach Lakes Blvd., Suite 300
West Palm Beach, Florida 33409

Navarro Security Group, Inc
1341 SW 21st Terrace
Ft Lauderdale, FL 33312

Navarro Security Group, Inc. is a corporation established in the State of Florida.

The company has been in business for 10 years and is regional.

The company is owned by:

Nick and Sharron Navarro
The Navarro Security group, Inc.
1341 SW 21st Terrace
Fort Lauderdale, FL 33312

Tel: 954 581 1516

THE NAVARRO SECURITY GROUP INC.
1341 S.W. 21ST TERRRACE
Fort Lauderdale, Florida 33312

The Navarro Security Group would like to thank the City of Fort Lauderdale Marine Facilities for the opportunity to respond to this BID request for Security Services.

In our contemporary society, the importance of security for government agencies/departments, business and industry cannot be overestimated.

The Navarro Security Group has had extensive experience in recommending and providing security solutions and superior security technology for major sites, including such areas as airports, public transport facilities and other government facilities. Since the events of September 11th we have been asked by many governmental agencies to advise and implement security solutions.

As a well established and successful security company with its headquarters located in Fort Lauderdale, Navarro is in a position to offer flexibility of service tailored to the present and future needs of the City of Fort Lauderdale Marine Facilities without compromising the level and quality of such services.

Our philosophy goes beyond settling for the adequate, and pursues excellence. We are sure that this is the only way to meet the ever-increasing demands of public and private business and industry. We are setting standards today that our competitors will try to emulate tomorrow.

We have adopted a proactive approach with all accounts. Working together with our clients on an on-going consultative basis, we look for ways to continually improve our service. In this way we are able to establish a true "Partnership" with each client.

We are confident that the people who know us best, our clients and our employees, will support our claim of consistently demonstrating our commitment to quality.

At Navarro, our goal is "to be the best." This is a goal we do not take lightly. It is our commitment to the industry and our clients.

Louis Sorrentino (Director, Navarro Group Inc.) is authorized to make representation on behalf of the Navarro Group in responding to this RFP. He can be reached at:

1341 SW 21st Terrace Telephone # 954 - 581 - 1516
Fort Lauderdale, FL 33312 Fax #954-581-8687

PROPOSAL PAGES PART II TECHNICAL PROPOSAL

All proposers are requested to submit responses electronically via the RFP Depot website. The following issues should be fully responded to in your proposal in concise narrative form. Each issue should be referenced and be presented in the following order:

Tab 1: Proposal Signature Page

Vendor Response Form

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.rfpdepot.com. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that his bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by: Nick Navarro 6/6/07 *
(signature) (date)

Name (printed) Nick Navarro * Title: President/CEO *

Company: Navarro Security Group Inc. (Legal Registration) *

CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address: 1341 S.W. 21st Terrace *

City: Fort Lauderdale * State: Florida * Zip: 33312 *

Telephone No.: (954) 581-1516 * FAX No.: (954) 581-8687 *

E-MAIL: sorrentino@navarrosecurity.com *

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 1 days *

Payment Terms (section 1.03): net 30 * Total Bid Discount (section 1.04): 1% *

Does your firm qualify for MBE or WBE status (section 1.08): MBE ☒ WBE ☐

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

Addendum No.
Q/A change Made

Date Issued
June 4th 2007

Tab 2: Statement of Qualifications

This section should contain a statement of understanding of the critical issues and opportunities associated with the project and how the Proposer is uniquely qualified to assist the City in this effort.

The Navarro Security Group has had extensive experience in recommending and providing security solutions and superior security technology for major sites, including such areas as airports, public transport facilities and other government facilities. Since the events of September 11th we have been asked by many governmental agencies to advise and implement security solutions.

Navarro currently supplies the City of Boca Raton with unarmed guards for the main City Hall, Municipal Building, and Main Water Plant. For the past eleven (11) years, Navarro has been providing a Level III security officer for the City of Fort Lauderdale Marine Facilities as well as a seven (7) year on-going relationship with the City of Ft. Lauderdale Executive Airport. This contract requires us to work directly with the city police agency and we are currently utilizing the police communication system.

Perhaps the most relevant portion of the City of Fort Lauderdale contract is the work we do for the Fort Lauderdale Executive Airport.

Our contract with the City of Fort Lauderdale Executive Airport requires us to provide security services designed with operational efficiency at the forefront. Our specialized service covers AOA inspections which includes runway and taxiway surveillance for debris, light inspections to ensure all lighting circuits are functioning properly to enhance safety for all aircraft moving on the surface, an inspection of all Nav-Aids, obstruction lights located on stadiums and surrounding buildings, and the rotating beacon to provide the highest degree of safety obtainable for all arriving and departing aircraft. Our Security staff is skilled at working with all local and federal agencies conducting operations on the Airport including the Fort Lauderdale Police Department, FAA Control Tower personnel, and the U.S. Customs Services. Navarro maintains a high visibility on the Airport grounds through a constant vehicle patrol of all perimeter roadways and buildings within the patrol areas. Security staff on duty accommodates and assists the Airport Manager's office in all special requests and assignments that the Airport Manager or his designated representative deem necessary with an unequivocal degree of professionalism. Post orders vary as instructed by Airport Management for each of the three shifts to accommodate the needs of the Airport during a particular time period.

Navarro security officers also work closely with the city police department at the City of Ft. Lauderdale Marine Facilities by utilizing the city police communication system. Security Officers' duties are to secure and patrol marine facilities at (8) locations throughout the city. During their normal operation the officers will answer alarm calls, as well as document boat slip inventory.

Navarro's eleven (11) year relationship at the City of Ft. Lauderdale Marine Facility has facilitated the opportunity for developing an unique working relationship with the Dockmaster and staff which has resulted in a most efficient way to resolve any issues that may have arisen during the normal course of our security staff's patrol activities.

Longevity here is the key to quality and sustaining security. The same security staff has been employed by Navarro and assigned to the City almost since conception of the contract.

Navarro also conducts Site Surveys/Threat Assessment Surveys for Water Treatment Plants and similar locations. This is for the purpose of determining the viability of existing physical security, target hardening and threat and also to comply with the following:

Site Survey of the physical plant locations are required to determine vulnerability to attack; subtle, overt or a combination. There are written reports submitted providing by "phase" citing the most serious improvements first. This includes defensive tactics and passive systems such as monitoring, perimeter alarms system, locks, armed Security guard.

Threat Analysis is performed to determine if the site has been specifically targeted or is considered secondary or a target of opportunity.

The Navarro Group Ltd., Inc. provides security products and services in four primary categories: security officer and patrol services, investigative and litigation services, alarm system design, installation, and monitoring, and the design, manufacture, and sales of security products.

The company has more than fourteen (14) years experience in the physical security industry providing service and installations throughout the Caribbean and the continental United States. Owned and operated by ex-law enforcement personnel, it is uniquely qualified and sensitive to a diverse range of security requirements crucial to both the public and private sector. The Navarro Group is a full service security company offering all aspects of security and related support service to individuals, commercial, industrial, and governmental organizations. The Company has extensive experience in installing and servicing cell block controls, access control systems, duress systems, video CCTV distribution systems, vehicle barriers, guard shacks, uninterruptible power supplies, and other related security components. Navarro clients include local, state and federal government agencies, colleges, and major corporations.

Navarro Security offers both armed and unarmed uniformed security guard services, patrol services, plainclothes and uniformed bodyguards, as well as financial asset and VIP protection. Additionally, the company performs independent security surveys, countermeasures and electronic sweeps, management training, and security program planning. Navarro places strong emphasis on preplanning to identify the client's potential security risks and implement proactive loss prevention programs.

The Navarro Security Division offers broad-based physical security programs for both the public and private sectors, with services customized to the unique needs of each individual client. Navarro performs a comprehensive analysis of each new client's potential hazards and security needs and develops a security program to meet those needs. Navarro Security offers both armed and unarmed uniformed security guard services, patrol services, plainclothes and uniformed bodyguards, as well as financial asset and VIP protection. Additionally, the Company performs independent security surveys, countermeasures and electronic sweeps, management training, and security

program planning. Navarro places strong emphasis on preplanning to identify the client's potential security risks and implement proactive loss prevention programs.

As a part of a complete security package, Navarro Security will furnish the client with a security patrol vehicle to increase the frequency of patrol throughout the community or facility. Navarro's highly visible patrol cars are operated by professional officers who provide an extra level of protection. Navarro's widely recognized patrol vehicles, equipped with sophisticated communications technology, are a major factor in preventing criminal activity in the community.

Navarro's range of services includes contracting private security officers to governmental agencies (at local, state and federal levels), commercial customers, condominium associations, and residential customers. There are three categories of security officers, based on qualifications and presence; Premier Officer, Upgraded Officer, and Regular Officer. The requirements and qualifications of the security officers are carefully matched to the customer's wants and needs.

TYPES AND LEVELS OF PROTECTIVE SERVICES

Specific Specifications per Class:

There are three categories of security officers, based on qualifications and presence; Premier Officer, Upgraded Officer, and Regular Officer. The requirements and qualifications of the security officers are carefully matched to the customer's wants and needs.

CATEGORY OF GUARDS:

Level I

This is the base level classification of security officer. This position requires: U.S. Citizen or Valid Resident Alien Status; High School Diploma; Fluency (written and oral) in the English Language; 21 years of age; have valid drivers license; extensive background investigation; one or more years in position as security officer; 40 hours of classroom training; 40 hours on the job training; pass drug screening and medical examination.

Level II

This is the intermediate classification of security officer. Requirements (in addition to those for Level I) are one or more of the following: One year military experience, or one year as a security supervisor. This classification may be used in sensitive and high visibility areas.

Level III

This is the highest classification of security officer. Requirements (in addition to those for Level II) are: graduate of a certified federal, state, county or local law enforcement training program; military police training or equivalent with appropriate certificate or diploma. In addition, they must have a minimum of three (3) full years experience in certified law enforcement in a military or civilian setting. This classification will work as a supervisor or in high visibility areas and other specialized site locations requiring this type of background.

Supervisors and Security Officers

Supervisors and security officers are all drawn from Navarro's **Level 3** category of security officers. Navarro's "Premier Protection Division" allows for three categories of security officer. **Level 3 or Premium Officer** is the highest classification of security officer and requires that the employee be a graduate of a certified federal, state, county or local law enforcement program; military police training or equivalent with appropriate certificate or diploma. In addition they must have a minimum of three full years experience in certified law enforcement in a military or civilian setting. Navarro currently employs over 200 Level 3 Premium Officers which translates to approximately 8000 hours of Premier Service a week. It should be noted that this level of

officer has already undergone stringent background and medical examinations and checks.

UNIFORMS

The Navarro Prescribed Uniform



All Navarro Security Officers will wear the tan or white shirt. Insignias will be issued to those who achieve rank above that of a security officer. The Navarro shoulder patch will be worn on each shoulder centered 3/4" from the shoulder seam. The breast badge will be worn over the left breast pocket.

UNIFORM ISSUE

- Uniform White or Brown Shirt.
- Dark brown or black uniform trousers with tan stripe.
- Black or dark brown socks.
- 1 ½" black belt with standard gold buckle.
- Dark brown baseball cap with Navarro emblem.

Only jackets issued by Navarro are permitted to be worn over your uniform. When jackets are worn, the breast badge must be on the outer garment and visible to everyone.

The Navarro Group uniform, or any part thereof, may not be worn in a bar, cocktail lounge or any establishment where the main business is the sale of alcoholic beverage, unless on official company business.

The Navarro uniform, either complete or in part, will not be worn off duty except in travel to and from your assigned post.

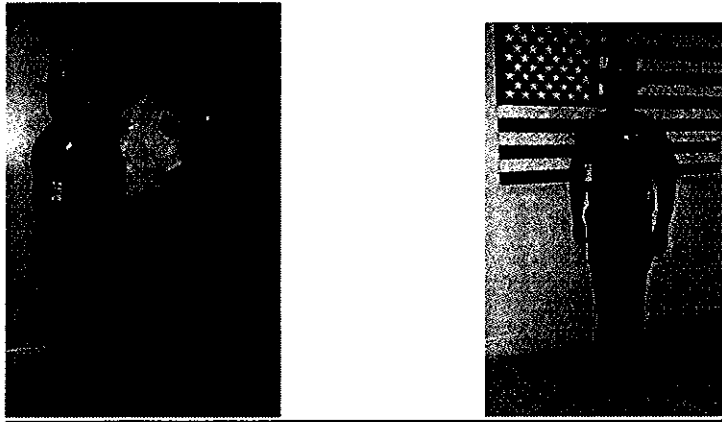
Premier uniforms are required for certain posts. These uniforms are black trousers and white shirts.

Captains are also required to wear black and white uniforms.

All officers must wear their official I.D. and license cards. A \$500 fine can be imposed by the State of Florida Division of Licensing.

All uniforms must be clean, neat and pressed at all times while on duty.

Display Different Recommended Navarro Uniforms



FULL TIME vs. PART TIME EMPLOYEES

Navarro utilizes both full and part time employees.

Navarro has 475 security personnel currently holding licenses issued by the State of Florida who provide security services to firms located in Broward, Miami/Dade and Palm Beach Counties. Of those, 45 are employed on a part time basis and 430 are employed on a full time basis.

Navarro has used both full and part time employees and prefers to utilize full time employees on contracts of a sensitive nature and at critical public safety sites to ensure the highest level of security. This also allows for an assured continuation of personnel familiar with the duties regarding those sites and who are available on a regular basis.

CERTIFICATION TRAINING

In addition to the general training required for Security Officer Certification, Navarro provides additional training in CPR, First Aid, emergency service procedures, traffic control, interviewing techniques, report writing and any specialized training required to fulfill specific individual contracts.

The company primarily utilizes the services of Corporate Security Academy and Infusion Inc.

Specialized training in medically related certification is given in conjunction with Infusion Inc. Infusion Inc. is a state approved continuing education company (Florida Provider #2809) providing a plethora of medical related continuing education programs. Infusion Inc. has been in business since 1992 providing both classroom as well as on-site classes at various south Florida and Caribbean locations. Located in Pompano Beach, Florida, Infusion Inc. provides many services to medical community to include: mobile phlebotomy and infusion related services. OSHA Compliance, and Risk Management services are also offered.

Infusion Inc. maintains a Mobile Medical System division called On-Site Diagnostics. On-Site Diagnostics produces six different Mobile Medical Systems including a mobile laboratory, optical, dental, surgical, xray, clinic, and full hospital system. Each mobile Medical System comes with a "Turn Key" package which includes: design, financing, development, delivery, staffing, training, supply, and support. Infusion Inc. provides the training and supply component for On-Site Diagnostics.

Infusion Inc. is a licensed American Heart Association Community Training Center providing all of the Basic Adult and Pediatric Life Support (CPR) classes including the CPR Instructor course and the Advanced Cardiac Life Support course. Other courses include EKG classes, several levels of IV Certification, Domestic Violence, and Blood borne Pathogen training (OSHA).

OSHA Compliance

This program meets the federally mandated requirements for the person who works with blood or other potentially infectious materials. This program exceeds the requirements for O.S.H.A. compliance under the Department of Labor. The Blood borne P pathogen Law (29 CFR 1910.1030) and the Chemical Hazard Law (29 CFR 1910.1200) are included.

Guidance for correction of violations

Infection Control evaluation

Biohazardous Waste Management Evaluation

OSHA required forms and documents

OSHA Blood borne Pathogen Training

Heartsaver CPR Course is designed to teach CPR and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly those who are expected to respond to emergencies in the workplace. Participants include security guards, firefighters, police, and other lay responders. Although the course may be used to teach CPR to all lay rescuers, it is specifically designed for lay rescuers who are required to obtain a course completion card for credential documenting completion of a CPR course. All rescuers are trained in CPR and relief of foreign body airway obstruction (FBAO).

SPECIALIZED TRAINING

Navarro utilizes the services of Corporate Security Academy in training programs.

This training is usually conducted in-house using specialist instructors.

Corporate Security Academy was established in July of 1995 as a full service educational facility. Currently they offer a variety of security related courses to individuals and businesses in the tri-county area. They offer both on and off site training courses, as well as seminars addressing the needs of the Security Industry.

Corporate Security Academy provides a "Quality Education" to those individuals seeking a career in the Security Industry. They aim to provide the "Best Education" available to both entry level and seasoned security professionals.

Corporate Security Academy is a full service Security Academy offering the following state required courses of study.

1. **24 hour Class D-Unarmed Security Officer Training Course.**
2. **16 hour Class D-Unarmed Re-Certification Training Course.**
3. **28 hour Class G-Armed Training Course.**
4. **4 hour Class G-Armed "Yearly" Re-Certification Course.**

Their licensed instructors are prior federal, state, or county law enforcement officers who bring with them over 30 years experience in education. Their Instructors are licensed Private Investigators and/or prior law enforcement officers. They provide investigative, body guard, courier, and numerous other confidential services.

Mr. Desmond B. Larmer has been a member of the American Society of Law Enforcement Trainers (ASLET) and the American Society for Industrial Security (ASIS) since 1996. In addition, has served as Treasurer, Secretary and Vice Chairman of ASIS, Chapter #104, Ft. Lauderdale.

Additional courses are offered for certification in the following subjects: Basic Bicycle Patrol, Advanced Bicycle Patrol, Interpersonal and Public Relations Skills. Services of a confidential nature such as Private Investigative, Armed Body Guard, Armed Courier, or Armed Escort are also available.

Navarro will provide training to all field personnel in order that CITY OF FORT LAUDERDALE MARINE FACILITIES, may be assured said personnel are capable of assuming the responsibilities for their assignments. The cost for such a training program is accommodated within the overall hourly billing rate, i.e. the time spent by staff in such a program, though required, is not billable. All security personnel must successfully complete and pass the course prior to assumption of duty under this contract. This training course, will be developed by Navarro and will expressly be approved by the CITY OF FORT LAUDERDALE MARINE FACILITIES, and will include certain minimum requirements for subject matter and hours of instruction.

A. Evaluation of Training

Navarro Group Project Manager will evaluate the quality and completeness of training provided to all security personnel. Evaluations will include, but not be limited to, reviews of techniques and methods of instruction, quality of instructors, motivation, adequacy of classroom and adjunct training materials, test content, and individual guards' retentiveness.

B. Instructors

All formal training is to be administered (i.e. taught, presented) by persons who have been expressly approved on an individual basis by Navarro Group. All classroom instructors will be appropriately certified in one or both of the following ways: By an accredited institution of learning or governmental educational certification body, or by documentation that the individual has sufficient experience with the subject matter to instruct students in an authoritative, practical, and current manner. All site training shall be provided by a Navarro supervisor or an experienced guard meeting the approval of the CITY OF FORT LAUDERDALE MARINE FACILITIES or his representative.

C. Course of Instruction

A copy of the proposed course of instruction shall be provided for review and approval by Navarro Group to CITY OF FORT LAUDERDALE MARINE FACILITIES within ten (10) working days after the award of the contract. Representatives of CITY OF FORT LAUDERDALE MARINE FACILITIES, are invited to training classes without notice, to monitor this course.

D. Certification of Training

All training, with the exception of follow-up orientation and subsequent training of replacement guards, shall be completed prior to being assigned to the post. A written certification of each employee's training, including supervisors, will be submitted to CITY OF FORT LAUDERDALE MARINE FACILITIES except as specifically waived by CITY OF FORT LAUDERDALE MARINE FACILITIES.

E. Training for Security Personnel

1. Basic Instructional Training

Each contract security guard is to receive a minimum of (8) eight hours total classroom instruction, in the subject areas listed. Navarro Group may exercise full discretion over the format or course outline for instruction, as long as all subject matter identified is adequately addressed in training. As part of the proposed course of instruction to be submitted to CITY OF FORT LAUDERDALE MARINE FACILITIES for review, the Navarro Group shall identify the total hours of training to be provided, as well as an approximate distribution of time among specified areas.

a. Orientation to CITY OF FORT LAUDERDALE MARINE FACILITIES

b. Role and Functions of Security Personnel

- Protection of persons and property
- Role of security personnel (to respond and handle situations; not merely observe and report)
- Public relations
- Human/Interpersonal relations

c. Legal Aspects of Facility Protection

- Public versus private property
- Arrest powers
- Detainment policy and procedures
- Use of force
- Search and seizure
- Protection of crime scene

d. Proper Use and Care of Uniforms and equipment

- Contract requirements (including inclement weather)
- Company policy regarding cost of uniforms
- Standards of uniform appearance
- Responsibility for condition of equipment
- Proper use of equipment

e. Use of Communications Equipment

- Telephone
- Two-way radio
- Routine and emergency procedures

f. Operation and Safety of Vehicles (as required)

g. Use and Care of Security Equipment

h. Protection of Facility

- Philosophy: protection through prevention

- Rules and regulations impacting post
 - Post orders and other contractual responsibilities
 - General and specific orders foot patrol methods
 - Vehicular patrol methods
 - Access control, including people and packages
 - Circulation and crowd control
 - Interviewing techniques Safety inspection and awareness
- i. Enforcement**
- Misdemeanors and felonies
 - Crimes in progress
 - Observation/description
 - Preservation of evidence
 - Building search techniques
 - Handling special or problem individuals (i.e. juveniles, handicapped persons, or unruly persons)
 - Parking and traffic control
- j. Report Writing**
- Written report methods and requirements
 - Requirements for legibility and literacy
- k. Basic First Aid**
- l. Special Situations**
- Escort services
 - Loiterers
 - Vandalism
 - Threats to personnel safety
 - Burglary, robbery, or theft
 - Espionage
 - Sabotage
 - Drugs/Alcohol
- m. Emergency Services**
- Emergency or disaster response procedures
 - Fire control systems and equipment
 - Fire prevention
 - Fire fighting methods and procedures
 - Responding to facility alarms
 - Law enforcement/private security relations City of Fort Lauderdale Marine Facilities
 - Riot or crowd control
 - Reporting procedures for emergencies or other non-routing incidents
- n. Written Examination**
- Classroom instruction
 - Report writing

- Each guard may be tested for reading comprehensive and ability to write a clear and comprehensive report.

2. *Report Writing*

This portion of the employee evaluation is designed to assess the individual's ability to succinctly summarize pertinent information related to an incident and to prepare the proper reports meeting contractual requirement for legibility and English fluency. The employee evaluation will at a minimum require the employee to select the appropriate report(s), select pertinent facts from a written narrative, oral presentation, or film depicting an event, and to complete the report in an adequate manner.

3. *Site Orientation Training*

Navarro Group will provide a minimum of twelve (12) hours of on-site training for Security Guards for each shift to be worked in order to familiarize each guard with the post. Additional hours may be required at specific posts, and shall be detailed in the appropriate Post Orders. Said training shall be conducted by a Navarro Group supervisor or experienced guard/officer who is fully qualified at that post. The trainee is not to be in active duty status and may not be placed on duty at that site until said training has been completed. This training is to be conducted at each job site to which the guard/officer is assigned. The measure of success for the training shall not be the time invested (i.e. twelve (12) hours) but rather the effectiveness with which the trained employee is able to perform post duties. CITY OF FORT LAUDERDALE MARINE FACILITIES shall be the sole assessor of that effectiveness.

The Site Orientation Training will consist of the following:

- a. general and specific orders for the facility
- b. policy and specific procedures for responding to emergency alarms, bomb threats, incendiary devices in the facility
- c. procedures for access control and operation of the security system within the facility
- d. procedures for operation of fire alarms, fire control system, and fire fighting equipment

4. *Refresher Training (RT)*

Periodic training of each employee is required to be conducted by Navarro Group supervisors in order to insure continued understanding of and familiarity with existing or new facility conditions. Refresher Training is to be conducted at a minimum of one time within the first 14 days of an employee's post assignment, and additionally at the discretion of Navarro Group. Such training shall be conducted at the expense of Navarro Group and may include, should circumstances dictate (i.e. repeated violations by a guard), not only Site Orientation Training but also any or all portions of

Basic Instructional Training.

a. Training for Contract Security Supervisors

In consonance with all other contract stipulations requiring that a Navarro Group Security Supervisor be fully qualified and capable of manning a post, it is expected that said supervisors shall have met or will meet all Basic Instructional Training requirements prior to assuming any duties under this contract.

It is likewise expected that supervisors will be provided sufficient on-site post instruction to be able to provide Site Orientation Training (SOT) to security personnel assigned to posts within the supervisor's span of control or shift of duty.

In addition to the above base requirements for training, Navarro Group will provide to all supervisors a minimum of eight (8) hours total of classroom instruction in the development of management and supervisory skills, as outlined below:

1. Supervisory responsibilities
2. Training skill development
3. Leaders City of Fort Lauderdale Marine Facilities development
4. Authority and control
5. Effective communications
6. Handling complains and grievances
7. Management skills for supervisory personnel
8. Time management
9. Motivation
10. Ethics

TRAINING PROGRAM

Navarro Security believes the strength of its operation lies in three specific areas: SELECTION, TRAINING and SUPERVISION.

Specifically, this is defined as follows:

SELECTION - Security excellence can only result from excellent security. Therefore, the quality of any security company is first illustrated by its policies on personnel selection. Through an innovative application process, each potential Navarro employee is closely evaluated. We diligently strive to employ only the highest caliber men and women who are best suited to the position and post assignment.

Our basic requirements include a high school diploma (or equivalent), minimum three (3) months local residency, home telephone, reliable transportation, good communication skills and proper physical fitness to post assignment. In addition to the State regulations that are required for individual guard licensing, we conduct our own thorough background investigation on each potential employee. All references are checked to the legal extent of the law and particular attention is given to criminal history, worker's compensation claims, drugs or alcohol abuse, poor employment records and dishonesty.

Our process is positive and designed to weed out those applicants who are undesirable for us and our clients. The additional time we invest initially pays dividends that result in a lower-than-industry turnover rate and customer satisfaction.

In addition to our standard requirements, our security officers must also meet one of the following qualifications:

- Former Police Officer, Federal Agency Officer or graduation from a Certified Police Academy.
- Former Military with emphasis on serving in the Military Police or the Elite Forces.
- Graduate of an Accredited Institution in Special Industrial Security Training.
- Criminal Justice Degree or other similar qualifications.
- Minimum five (5) years experience in Private Security with the psychological profile and supervisory experience to qualify for advancement.

TRAINING AND DEVELOPMENT

We recognize that Premier Protection Officers are employed with above average training and experience. However, every Premier Protection Officer must complete the following training provided by Navarro:

A. Eighty (80) hours of basic training - this includes subject matters such as:

- Today's role as a security officer.
- The difference between a security officer and a law enforcement officer.
- How to properly represent the Client.
- Effective communication skills.
- Public relations.
- Security patrol techniques - foot and mobile.

- Fire procedures.

B. Minimum twelve (12) hours Specific Site Training

C. Twenty-four (24) hours per year of In-Service Training

D. Attend Client Action Meetings

E. Drug Testing

F. Driver License Check (DMV)

G. Firearm Qualification/Re-qualification

H. Psychological Test (G) License personnel

The following extract from the Navarro Security Handbook details the basic duties of Navarro Road Supervisors:

ROAD SUPERVISOR JOB ASSIGNMENT AND DESCRIPTION

The following is a general outline governing the duties of the Navarro Group Road Supervisor. Although not all situations and scenarios will be or can be covered, this will act as a basic guideline.

As a road supervisor, you will be required to carry a company issued pager. It is mandatory that this pager be on at all time. In addition, you are required to answer all pages, regardless of whether or not you are on duty. As a road supervisor, you are the eyes and ears of the Navarro Group Management. Therefore, it is imperative that you properly maintain all paperwork and documentation.

Following are the duties that the Road Supervisor must attend to. There are no exceptions.

1. All Road Supervisors are required to be trained on all posts. It will be their responsibility to ensure that you know each post inside and out. Road Supervisors will conduct all post training for security Officers. Therefore, it is of the utmost importance for each supervisor to be completely familiar with each post.
2. While on duty, each Supervisor will utilize the Navarro Group patrol vehicle. While using the patrol vehicle, there will be no eating, drinking or smoking. In addition, no individuals except Navarro Group employees are authorized to be in patrol vehicles. Each time the vehicle is used there must be a preventive maintenance check conducted and a maintenance log sheet completed. If this procedure is not followed, you will be responsible for any damage to the patrol vehicle.
3. Supervisors must begin their shift at the corporate office. Here you will receive instructions from the Navarro Group Management.

At the completion of their shift, supervisors must report to the office and drop off all paperwork from the previous night. This is imperative, since it informs management of the occurrences of the previous night. This drop off must be made no later than 9:00 a.m.

4. One of the main purposes of a Road Supervisor is not only to govern the actions of the security officers in the field but also to insure that each post is properly manned. In the event that a supervisor arrives on a post and finds it unmanned, he immediately assumes responsibility for that post and then attempts to find a security officer to fill the post. In the event that supervisor is on the road and receives a call that a post is open, his first actions are to go directly to the post. Once there, he will then attempt to fill the post. There are no exceptions.
5. If at any time during the supervisor's shift an employee on duty is injured, the supervisor must notify management immediately. If at any time an armed officer draws his or her weapon, the supervisor must again notify management.
6. Supervisors will be responsible for conducting both personnel and post inspections. In addition, any security officer not meeting Navarro Group standards during inspection should be properly counseled by the supervisor.
7. The Navarro Group pay period ends on Wednesday. The supervisor must pick up time sheets on Thursday of each week. Once again, there are no exceptions. If time sheets are not in by Friday morning, it impairs management's ability to make up the payroll.
8. It is the responsibility of the Supervisor to ensure that each post has all necessary security forms, ID's, daily logs, and activity reports. You also must see to it that each post has the proper equipment: flashlights, rain gear, etc.

HIRING AND BACKGROUND CHECK

Security excellence can only result from excellent security. Therefore, the quality of any security company is first illustrated by its policies on personnel selection. Through an innovative application process, each potential Navarro employee is closely evaluated. We diligently strive to employ only the highest caliber men and women who are best suited to the position and post assignment.

Our requirements include a high school diploma (or equivalent), minimum three (3) months local residency, home telephone, reliable transportation, good communication skills and proper physical fitness to post assignment. In addition to the State regulations that are required for individual guard licensing, we conduct our own thorough background investigation on each potential employee. All references are checked to the legal extent of the law and particular attention is given to criminal history, worker's compensation claims, drugs or alcohol abuse, poor employment records and dishonesty.

Our process is positive and designed to weed out those applicants who are undesirable for us and our clients. The additional time we invest initially pays dividends that result in a lower-than-industry turnover rate and customer satisfaction.

In addition to our standard requirements, our security officers must also meet one of the following qualifications:

- Former Police Officer, Federal Agency Officer or graduation from a Certified Police Academy.
- Former Military with emphasis on serving in the Military Police or the Elite Forces.
- Graduate of an Accredited Institution in Special Industrial Security Training.
- Criminal Justice Degree or other similar qualifications.
- Minimum five (5) years experience in Private Security with the psychological profile and supervisory experience to qualify for advancement.

INITIAL EMPLOYMENT ASSESSMENT

- All candidates for employment are initially screened in person to assess their ability to meet the minimum requirements of the position. All candidates for employment at the City of Fort Lauderdale Marine Facilities must meet the following minimum requirements:
- Must have availability of transportation
- Must have telephone access.
- Must be a minimum of 21 years of age
- High School Diploma or GED equivalent
- Proof of US citizenship City of Fort Lauderdale Marine Facilities or legal 1-9 documents in compliance with Federal Guidelines
- No criminal record.
- Must be physically able to perform all duties as required by contract and defined by job descriptions and the City of Fort Lauderdale Marine Facilities post regulations within the guidelines of ADA.

- Ability to read, write, speak and understand the English language to the extent of giving and understanding written orders and verbal instructions. Must be capable of composing reports which convey complete and accurate information.
- Drug Testing
- Driver License Check (DMV)
- Firearm Qualification/Re-qualification
- Psychological Test (G) License personnel
- Criminal Back Ground Checks (State of Florida)

As part of Navarro's overall plan first and foremost management intends to interview the current security staff assigned to the City of Fort Lauderdale Marine Facilities and attempt to draw from their experience by hiring this members.

Tab 3: Preliminary Scope of Services Provide an outline detailing your approach and concept to the project, and provide a proposed Scope of Services to demonstrate an understanding of the project.

**CITY of FORT LAUDERDALE
MARINE FACILITIES DEPARTMENT
POST ORDERS**

TYPE OF POST

This is an armed Security Officer Post

HOURS OF OPERATION

7 Days per Week - 18:00 hours – 06:00 hours

GENERAL INFORMATION

These Post Orders are intended to provide a guideline for the Officers assigned to this Post. They are not an all inclusive list of the duties and responsibilities. The main objectives of security at City of Fort Lauderdale Marine Facilities are:

- I** Understanding of the City's needs for security services at the City's marine facilities and your overall approach to those needs.

Navarro Security Officer with use of marked patrol vehicle will patrol in and around the marine facilities, parking lots, and roadways in an effort to deter crime, assist the public and observe and report all unusual incidents. With the use of communication equipment at the interaction between the Navarro Security Officer, Law Enforcement and Marine Management will be better enhanced and coordinated.

Navarro Security Officer assigned to this Post will be expected to make proper reports and notifications. If the situation warrants immediate attention, notify the client contact and then his/her supervisor; in the case of clear and imminent bodily harm, notify City of Fort Lauderdale, via the radio for assistance. Navarro Security Officer will be expected to complete the appropriate narrative report form, such as: Daily Activity Reports. The Daily Activity covers a twenty-four hour period and must contain any unusual incidents that were entered the Log Book. Incident Reports must be completed to cover any unusual situation or occurrence that affects safety or security

- II** Your recommended route or routes and instructions to the Security Officer to maximize security at these facilities.

Note: That a patrol route should not become repetitious to the point of forming a pattern, but should be formulated to maximize patrol effectiveness. Security Officer should alternate their patrol routes periodically during their shift.

INITIAL SCOPE OF SERVICES

The Security Officer will patrol the facilities both in the vehicle and on foot to inspect all parts of the facilities for the purpose of detecting and preventing individuals or groups from committing acts that are illegal or injurious to others or to the property. All Marine Facilities must be monitored and touch tags scanned at designated sites in accord with the procedures provided on (Security Tracking System Policies and Procedures). The Security Officer shall complete an "Incident Report" in accord with (Marine Facilities Security Incident Report) to be provided to the Manager of Marine Facilities or Supervisor of Marine Facilities or their designee at the completion of the shift for any contact initiated by the Security Officer against unauthorized parties or involving customers who may be reporting violations or suspicious activities or who's conduct on City property may voluntarily or involuntarily warrant response from the Security Officer. The Incident Report shall also be completed even when reported activity involves response by Fort Lauderdale Police to further document the circumstances and confirm that a Police Report is in the process of being made.

The Security Officer will contact the appropriate party when such events occur or have occurred depending upon the level of security. The Fort Lauderdale Police Department and the Officers Supervisor must be immediately contacted in emergency situations or when assistance is thought to be needed. It is not expected that the Security Officer will enter into a direct confrontation with persons at the facilities.

The Security officer will report safety hazards, malfunctioning equipment and other such matters in accord with the specifications provided. Personnel from the Marine Facilities Section will be available to respond to such reports 24 hours per day, seven days per week as determined by Marine Facilities Management.

The Security Officer will maintain a daily log book or electronic file of incident reports, recording all instances that may be of interest to Supervisors or City personnel.

The Security Officer will inspect and scan the touch tag at each slip at the facilities in order to compare and document the status of the occupancy of the slip against the "Slip Inventory Report" provided at the close of business for that day. Each slip at Cooley's Landing Marina shall be inspected no less than two times during the shift and no less than two times for the New River and Las Olas Marina or more frequently depending on the location the minimum frequency of coverage required. Unregistered vessels shall be documented and reported on form (Summary of Unrecorded Vessels) provided and bar codes scanned in accord Attachment A and as provided with more detailed written instructions to the successful contractor prior to commencement of services.

Navarro's Road Supervisor will visit the Security Officer at least once during each shift to insure that the Security Officer is following proscribed procedures. Such visits are to be entered in the log and the security bar code scanned for the category listed by the Supervisor for the facility inspected as required for each shift. Navarro's Road Supervisor shall visit all of the facilities at least once each week to familiarize himself or herself with their condition and any possible safety or security problems or potential problems. The supervisor, or other qualified personnel approved by the City shall take over for the Security Officer during any meal or other breaks when the Officer is not on his route and observing the site. Reports will document Supervisory relief for breaks or

for any other reason the Security Officer is not present on the site in accord with the established schedule.

CROSS CERTIFICATION-NAVARRO ROAD SUPERVISORY PERSONNEL:

Note that Navarro has three Road Captains available per shift in the City of Fort Lauderdale area. All Navarro Road Captains will be Cross Certified to handle all security duties at the City of Fort Lauderdale. These Road Captains will be available as needed to fill an open post, replace security staff and assist supervisory staff assigned to the all facilities with additional daily site inspections.

Personnel currently working on a part time basis would be transferred to a full time basis. Navarro is constantly recruiting and training suitably qualified candidates and has the capacity to accelerate that process in the event of a substantial increase in demand. It is anticipated that these measures would enable Navarro to meet increased demands without compromising the quality of those services.

Vehicular patrol will begin from Navarro Security Headquarters located at 1341 S.W. 21st Terrace, Fort Lauderdale, Florida. The Security Officer will proceed North on 21st Terrace; turn West onto Southwest 13th Street (Frontage Rd); turn North onto Southwest 25th Avenue; turn East onto Southwest 12th Street; bear right (East) onto Davie Blvd, bear right (East) onto southwest 12th Street; turn North onto Southwest 4th Avenue. The officer will begin his patrol at this time, making a complete pass toward rear of the lot to docking area.

Officer will then exit Cooley's Landing from second entrance turning right, traveling north to Southwest Fourth Street; turn left, go west to Charley Ave/Southwest Eighth Avenue, turn right going north to West Las Olas. At West Las Olas, turn right going east to Southwest Seventh Avenue, turn right again and proceed over Southwest Seventh Avenue Bridge to Southwest Sixth Street; turn left going east to railroad tracks. Officer will proceed over railroad tracks to Southwest First Avenue, then turn left going north to docking area.

Officer will complete patrol passing underneath Andrews Avenue Bridge to docking area near back side of courthouse traveling on South New River Drive. Office will continue eastbound toward Southeast Third Avenue Bridge passing underneath bridge past Southeast Fifth, until reaching the dead end. At this time, the Office will make a U-turn and continue patrol in the opposite direction going back west along South New River Drive, turning left at Southeast Fifth Avenue. Officer will proceed on Fifth Avenue to Southeast Sixth Street going south and turning right onto Southeast Third Avenue going north.

Officer will continue north on Third Avenue, crossing over Bridge to East Las Olas Boulevard and turning left into New River Center/Sun Sentinel building patrolling the rear of the building where the dock is located. Officer will continue patrolling, completing a circle, ending up at East Las Olas where he will turn left onto East Las Olas, traveling westbound past Andrews Avenue to Southwest First Avenue.

Officer will proceed north to Southwest Second Street then, to Southwest Avenue, then turn left at New River Post Office. Officer will proceed toward dock area completing

patrol and ending up on Southwest Second Street, going west on Seventh Avenue, turning left at West Las Olas to begin final patrol.

III CHAIN OF COMMAND

DEFINITION: The unbroken line of authority from the District Manager, Security Division down through a single subordinate at each level of command to the level of execution. All orders of execution shall move downward and upward throughout the chain of command with mutual consideration by all Security Officer concerned. This chain of command shall be preserved in order to maintain principles of good administration.

The Security Division is comprised of a strictly enforced Chain of Command. The Chain of command consists of the following personnel:

A. Jeff MacGregor, District Manager

B. Road / Shift Supervisors

1. Carla Johnson
2. Dwayne Dixon
3. Jose Somera
4. Marshall Harris
5. Samuel Dotson
6. Yusuf Haisley

C. Security Patrol Officers

1. Steve Altaro
2. Rigobert Clerge

IV ROAD SUPERVISORS of SECURITY

DEFINITION: The Shift Supervisor, the Second in the Chain of Command. The Shift Supervisor has the authority to administer responsibilities or commands on a temporary basis to any subordinate Officer of the Security Division. Duties are as follows:

- A. The Shift Supervisor is responsible for the supervision of his assigned shift consisting of one or more Security Officers
- B. Ensures all Security Personnel under his command, perform efficiently and are following the rules, regulations, and policies set forth by the SOP Manual and the direction of his Superior Officers.
- C. Makes monthly efficiency reports on all Security Personnel assigned to the Marine Facilities.
- D. Checks on a daily basis, all incident reports, alarm incident reports, patrol reports, and basis operating procedures. Rejects any reports that fail to meet the standards of the Security Division back to the individual(s). Any reports

that have been rejected must comply with the set standards before being accepted.

- E. Immediately, reports in writing, to the district Manager, any and all cases of insubordination, neglect of duty, or any other infractions of the rules and regulations of the Security Division.
- F. Reports all matters of an unusual nature or concern to the District Manager as soon as possible. If deemed necessary, when the District Manager is unable to be contacted, refers the matter to the Director of Special Services, Security Division.
- G. At the beginning of the shift, checks to ensure the Security Patrol Vehicle is in acceptable condition and signs for that acceptance.
- H. At the beginning of the shift, checks to ensure all of the Emergency Equipment is in good working condition, and immediately reports any maintenance or defects found.
- I. The Shift Supervisor is charged with the duty of instructing and training of new Security Personnel the proper performance of this duties, report writing, patrol procedures, uniform, and appearance.
- J. Ensures to the District Manager that all security Personnel are, at all times, consistent with all up-to-date training methods, rules, regulations, and policies at any given time.
- K. Consults with the off-going Supervisor as to any conditions or areas of concern which may extend into his tour of duty.
- L. Consults with on-coming Supervisor as to any conditions or areas of concern which may extend into his tour of duty.
- M. Checks to make sure that proper and correct entries were made in the daily journal log book concerning Officers reporting to duty and that all complaints, disturbances, or unusual activity that may have occurred were properly reported and logged before signing off duty.
- N. All Supervisors must set an example for other in courteous behavior, conduct, uniform, and personal appearance.

V GENERAL DUTIES OF ALL SECURITY OFFICERS

PURPOSE: In order to carry out the duties that imposed on the Security Division, it is necessary to understand the rules and regulations which will assist in the carrying out of these duties in a uniform and orderly manner with the least amount of confusion possible. Changing conditions will naturally result inn changing of policies over the years, so additions, deletions, and alterations are not only inevitable but desirable.

- A. All Security Personnel will report to their respective post, on time, and in clean and neatly pressed issued uniform, shined shoes, clean shaven, and neatly trimmed hair.
- B. The Security Division's paramount concern is the safety, security, and protection of all person and property.
- C. All Security Personnel must immediately respond to all calls for assistance and request for additional assistance from the proper authorities or agencies as requested.
- D. All employees shall maintain a telephone number where they may be reached.
- E. All employees shall complete all necessary reports and log entries before the expiration of their shift.
- F. All employees shall record all matters of interest and concern while on duty in the log book and a written report shall be made containing all the facts.
- G. All employees shall remain alert at all times and avoid any unnecessary conversations; observe everything that takes place within the sight or sound of their post.
- H. All employees shall become familiar with all Marine Facility tenants, guests, and employees, as well as, the buildings and property.
- I. All employees shall become familiar with all emergency access Locations and equipment.
- J. Remain vigilant of signs of malicious mischief, crimes of violence, damage to property, loiters and/or suspicious persons or acts. If encountered, written report will be made and the District Manager notified.
- K. Always be ready to serve guests in a courteous manner, remembering that we are a service organization.
- L. Any behavior, other than platonic, while on duty, or any conduct which could be considered indecent or immoral will result in disciplinary action.
- M. All Security Personnel shall follow the schedule as posted without any variations. In the cases of any schedule adjustments, the Scheduler must be notified.
- N. All Security Personnel shall immediately report any and all cases of insubordination, neglect of duty, or any other infractions of the rules and regulations to the Supervisor.

- O. All Security Personnel shall be responsible for their Security Patrol Vehicle during their shift. An inspection report shall be completed at the beginning of each shift. Any damage found will require a written report explaining the circumstances.

VI

DAILY OPERATION

A. WORK SCHEDULE

1. Hours of Duty: Officers of the Security Division shall have, as Scheduled regular hours assigned to them.
2. Tour of Duty: The tour of duty is scheduled for one shift from _____ to _____.
3. Security Personnel shall report 15 minutes early for their shift in order to have a smooth change-over from one tour to the next.
4. Days Off: Security Personnel are entitled to approved days off as scheduled by the District Manager. If a Security Officer is requesting a day off other than the day(s) assigned to him, he must request the day(s) off in writing to his Supervisor, at least seven (7) days in advance.
5. Tardiness: Failure of Security Officer to report to duty on time will not be tolerated. Repeated failure will result in suspension from duty, and continued offenders will be terminated.
6. Lunch Period: All Security Personnel that will be working on eight (8) hour shift or more will be entitled to a 30-minute lunch period. Any Office taking such a period shall be available immediately in case of an incident.

B. UNIFORM and APPEARANCE

1. Security Personnel shall report to duty in a clean, neatly pressed issued uniform.
2. Security Personnel shall be clean shaven and hair neatly trimmed at all times.
3. Security Personnel will be considered unfit for duty if they are in violation of any regulations and will be sent home without pay. A second offense will result in a two-day suspension. A third offense will result in termination.
4. During the Fall and Winter Seasons, only issued Security Department jacket will be worn. Security Personnel will be

allowed to wear an additional sweater under their jackets, if they desire.

5. All security Personnel will wear all issued collar brass or badges and will be considered out of uniform without them.

C. SECURITY OFFICER

DEFINITION: The Security Officer's duties, procedures, and responsibilities will include, but not be limited to the following:

1. Monitor Two-Way Radio: The Security Officer will keep the dispatcher/supervisor apprised of any extraordinary conditions or situation which arise in the Marine properties. Proper Radio procedure is to be followed at all times. While on duty, Security Personnel shall monitor this two-way radio for any emergency condition.

D. PATROL DUTIES

DEFINITION: The Patrol will be the Security Officer assigned to the Post of patrolling the grounds while looking for violations of the Navarro Security Group Rules and Regulations. A tour of patrol will be performed by each assigned Officer.

The duties, procedures, and responsibilities will include, but not be limited to the following:

1. Security Patrol assigned patrol duty will patrol all the road and grounds at least three times during the shift and more if time allows. This will be called a "tour" of duty.
2. While on patrol, the Officer shall be attentive at all times and on the Look-out for any "out-of-the-ordinary" situations or events, and to try to be conscious of any unusual circumstances.
3. The Patrol will make a visual check of all the boat slips and all buildings on the property.
4. The Patrol will make a pass through the following Zones:

ZONE 1	*Cooley's Landing 450 S.W. 4 th Avenue
ZONE 2	Performing Arts Center/Chart House Dock Between S.W. 2 nd Ave. & S.W. 5 th Ave.
ZONE 3	*Riverwalk Between Andrews Ave. & Flagler Ave.

ZONE 4	Riverwalk/North New River Drive Between S.E. 1 st Ave. & S.E. 5 th Avenue
ZONE 5	Sailboat Bend/South New River Drive Between S.W. 4 th Ave. & S.W. 7 th Ave.
ZONE 6	South New River Between S.W. 1 st Ave.& Federal Hwy (US 1) Tunnel
ZONE 7	*Las Olas Anchorage East Las Olas Blvd. & Idlewyld Drive
ZONE 8	Las Olas Docks/ Las Olas Circle Adjacent to Intracoastal Waterway

***NOTE: These specific zones require routine surveillance on land and minimum of 2-3 times per shift or as determined.**

5. The Patrol will inspect, on foot, the Marine Slips, all perimeter gates and the City Building to property every hour.
6. The Patrol will be ready at all times to respond to all calls from the Navarro Security Group Dispatch.
7. The Patrol will make a radio check giving his location each and every time he exits the Patrol Vehicle.
8. The Patrol will make a foot patrol; at least twice a shift, check all Marine Facilities and Slips.
9. The Patrol will notify Dispatch immediately if any discrepancies are found during his patrol.
10. The Patrol will record his activity onto his Patrol Activity form.
11. The Patrol should be on the lookout for any fire and safety hazards during his patrol. If any are noticed, they must be reported to the City of Fort Lauderdale Police Department.
12. During Patrols after dark until dawn, the Patrol must put more emphasis on the facilities and the boats.
13. The Patrol must be ready for any calls requesting assistance from any tenants or other individuals on the property.
14. A Light Report will made nightly pointing out all street lights, accent (landscape) lights, bridge lights, and entrance on the property, that are not working properly. The Light Reports are to be given daily to the main office.

E. TRESPASSING

DEFINITION: Any time a person enters the property illegally, they are trespassing.

The Patrol will confront or try to flag down any trespasser, (if any Officer ever feel threatened, they should stand back and notify the police) inform him that he is trespassing, and escort the individual off the property. If the trespasser enters the grounds and is detected by the Patrol, the Patrol will inform Security on the Two-way Radio of the situation and report on his location. The Patrol will then approach the individual.

Security Personnel will always fill out an incident report if this situation occurs. Security Personnel will always report any trespassing incidents to the Fort Lauderdale Police Department.

F. PROCEDURE WHEN A CRIME HAS BEEN DETECTED

1. It will not be the duty of the Security Division to investigate criminal offenses. This responsibility belongs to the City of Fort Lauderdale Police Department. Security Personnel should not over extend themselves. They need to know their limitation and use good common sense.
2. The Security Officer's responsibilities will mainly be to detect the crime by personal observation or by a complaint from someone.
3. The next step is to protect the crime scene. Remove all individuals from the area of the crime and allow no one to disturb the crime scene. Notify the City of Fort Lauderdale Police Department via the Dispatch Center. Make sure the police officer taking the report has all the necessary information that he needs from the Security Officer, such as names, addresses, etc.; having too much information can never be wrong.
4. The City of Fort Lauderdale Police Department will give the Security Officer instructions and upon the arrival of their Police Officers, the Security Officer is relieved of responsibilities unless the Police Officer requests the Security Officer's further assistance.
5. All reports should be clear and accurate.
6. Contact the Security Division District Manager and inform him of the situation.
7. Example of handling a crime scene for investigation:
Upon receiving a complaint via the telephone or in person, get the following information:

- a. **Who** - Complainants name, address, telephone number.
- b. **What** - What type of complaint is it.
- c. **Where** - Get the address or location of where the offense took place. Always precise with the location given.
- d. **When** - Time and date of the incident.
- e. **Why** - May be determined at the scene.
- f. **How** - How did this happen.

NOTE: When you answer the five "W's" you will have a good beginning of an incident report.

G. RADIO COMMUNICATIONS

DEFINITION: Radio communications are established for the purpose of maintaining, operating, transmitting and receiving radio communications for the business of the Security Division.

1. A radio transmitting and receiving unit shall be maintained at the main Navarro Security Group Office for the purpose of prompt transmission between the Patrol and the Dispatch Center.
2. The Security Division's radio communications are comprised of two radio channels. Channel A is the primary working channel of the Security Division for all communications. Channel B is the channel used for any information that would take up too much airtime.
3. The following rules are to be followed by all persons using the radio System. Remember, these rules are made and enforced by the Federal Communications Commission (FCC) and the Director. Failure to follow these rules could result in the offender being fined up to \$10,000 and/or loss of the radio station's license by the FCC.:
 - a. Use of the proper radio terminology is important and never use profanity.
 - b. Always use short and precise messages. Do not tie up the radio with personal conversations or chatter. This is not a CB radio. Only 10 code and signals list approved by the Director may be used in radio transmissions.
 - c. Security must keep a record of all communications in the log book.

Techniques: When speaking into the radio, hold it about three inches from the mouth. You should speak across the mic as effective as possible. When you speak into the mic immediately after keying, you will cut off the first word of your transmission.

H. REPORT WRITING

DEFINITION: In security work, a good and thorough report is one

of the most important aspects of the job. Aside from the possibility of being read and seen by dozens of individuals, it also is vital to anyone who may have to rely on it later.

1. Each and every report will contain all the basic necessary facts: WHO, WHAT, WHERE, WHEN and HOW.
2. Exact time, locations, dates, names of Officers and narrative will be included in every report.
3. On reports where a crime has been committed, descriptions will be included. This will include descriptions of suspects, suspect vehicles and/or description of property taken.
4. On suspicious persons, suspicious vehicles, or trespassing calls, a Complete description is to be taken from the person who witnessed the incident. Without a description, the report is virtually useless.
5. The report must be legible. Good grammar will and must be followed with correct spelling.
6. Each Officer will follow this policy. Every report will be checked for all of the above information by the supervisor.

If the Supervisor approves the report, he will initial it. If he does not approve the reports, he will return it to the Security Officer for correction. The supervisor will not do the report for the Officer. If it is approved, it will be passed on to the District Manager.

I. PATROL CAR REGULATIONS

1. When not in use, the patrol car shall be kept in the parking space provided, with keys removed and the doors and windows secured. At no time should vehicles be parked in the entrance/exit lanes next to the Security gate.
2. At the start of each and every shift, the Supervisor shall check vehicles before the Patrol Officers go on patrol. Vehicles should be checked for dents, scratches, missing items, or any other forms of damage. It is advisable for the oncoming Office not to start the vehicles and drive them. This is time consuming, but remember: the on coming shift is responsible for these vehicles. If the Shift Supervisor does not fully check them out and the oncoming shift does and finds problem, the oncoming shift is responsible, even if that shift did not use either of vehicles.
3. It is not unusual for situations to develop where damage is done to a security vehicle and personnel develop "amnesia" as to how it happened.

4. No unauthorized persons shall be in patrol vehicles at any time unless it is an emergency.
5. If a mechanical problem develops, enter it into the log and pass the information onto the Supervisor.
6. If the car is involved in an accident, notify the police so a report can be made and then, notify the District Manager immediately.
7. Patrol vehicles shall be kept in a clean manner and condition. Each shift will ensure that the interior is free of litter etc.
8. Those Officers assigned to maintain the vehicles and have them washed will submit brief report to their Supervisor as to what was done to the vehicles.
9. The Patrol car will be filled with gas by a designated Officer on a daily basis.
10. The Patrol vehicles will not be taken out of the area by anyone unless that Officer has permission from the Supervisor.

J. EMERGENCY PROCEDURE

1. Navarro Central Dispatch: The majority of emergency response situations will arise from signals received. There is, however, the possibility of an emergency situation that does not originate from the alarm monitoring company. Security is responsible for contacting the City of Fort Lauderdale Police Department by telephone (911) and providing as much information as possible.

The Dispatcher must always remember that his role in emergency response situations is to : ACT AS THE COMMUNICATIONS LINK AND INFORMATION RELAY BETWEEN THE OUTSIDE AUTHORITIES AND THE PATROL OFFICER WHO IS INVESTIGATING THE PROBLEM.

He is also fully responsible for maintaining an accurate and detailed written description of the incident and notifying the District Manager immediately of the problem.

2. Navarro Dispatch Alarm Procedure: The Dispatcher will receive alarm signals in many different ways and must dispatch the correct information in each case.
 - a. When an alarm signal comes to the Dispatch Center, the following procedures will be followed:

- (1) Take down all pertinent information and dispatch to the Marine {Patrol Unit 71.
 - (2) Dispatch will request a response from Marine 71 in the following manner:
 - i. "Stand-by to copy an alarm": (using the 10-code System, for example: All Units, 10-23, 10-65, Signal 49)
 - (3) Marine Patrol Unit will advise over the radio: "In route, Arrival, and Cleared."
3. Marine Patrol Officer: The Patrol Officer's first and main duty when responding to an emergency call is to:
- a. Render emergency medical aid (if needed), call for a paramedic unit.
 - b. Protect the crime scene.
 - c. Begin your report. Do not forget the five "W's": WHO WHAT, WHERE, WHEN, and HOW.
 - d. Obtain witnesses' names and addresses (if applicable).
 - e. Make sure Dispatch contacts the Police Department immediately as well as the District Manager.

VII.

ALARM RESPONSE PROCEDURES/EMERGENCY PROCEDURES

A. ALARMS

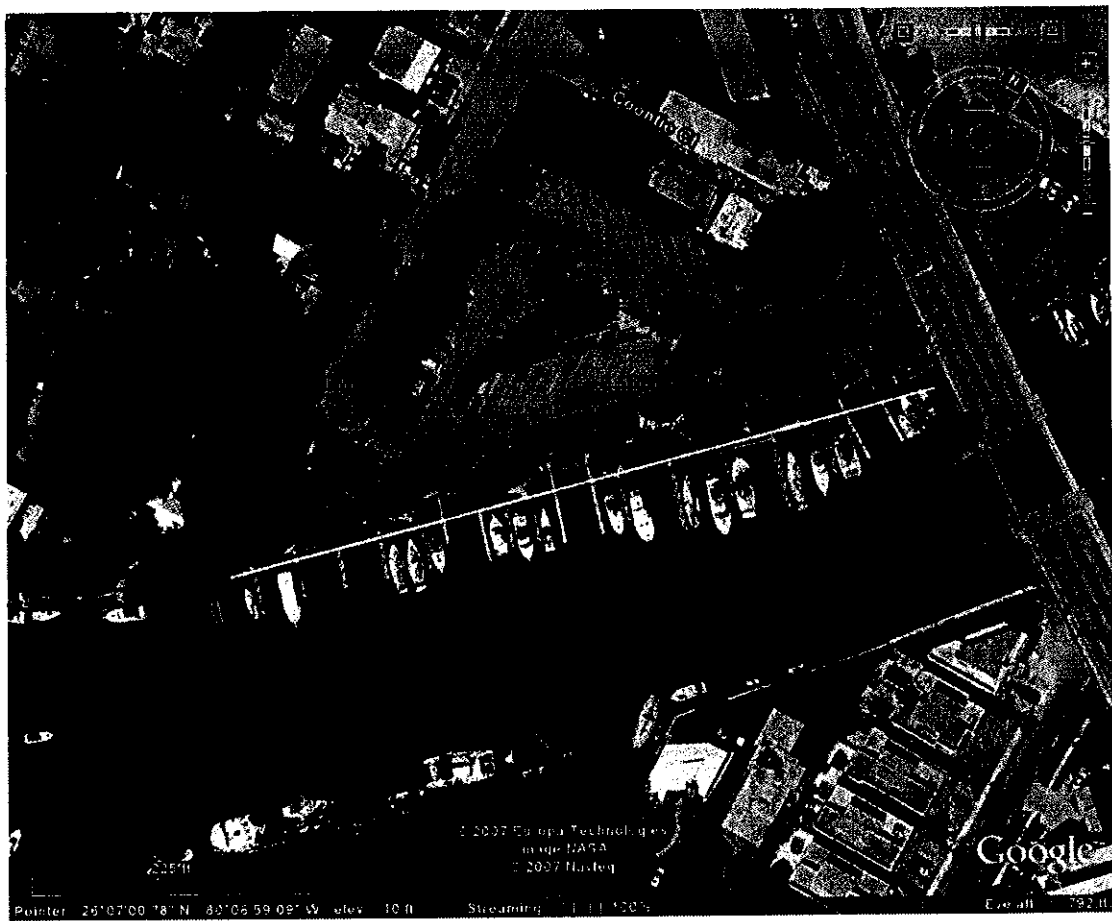
- STEP 1 Alarm intrusion signal is sent to a local, central station. The central station will notify the City of Fort Lauderdale Police Department the alarm condition and request that they dispatch a Police Officer to the Marine Facility. The central station will then call the Navarro Dispatch and advise that they have dispatched the police.
- STEP 2 Dispatch all available units to numerical address and slip Number, and advise Patrol Units of type of alarm...perimeter, etc. No Officer will respond alone to an alarm or unknown situation.
- STEP 3 Immediately refer to "Information File" for call-out procedure.
- STEP 4 At this point, if the alarm is determined to be false, an

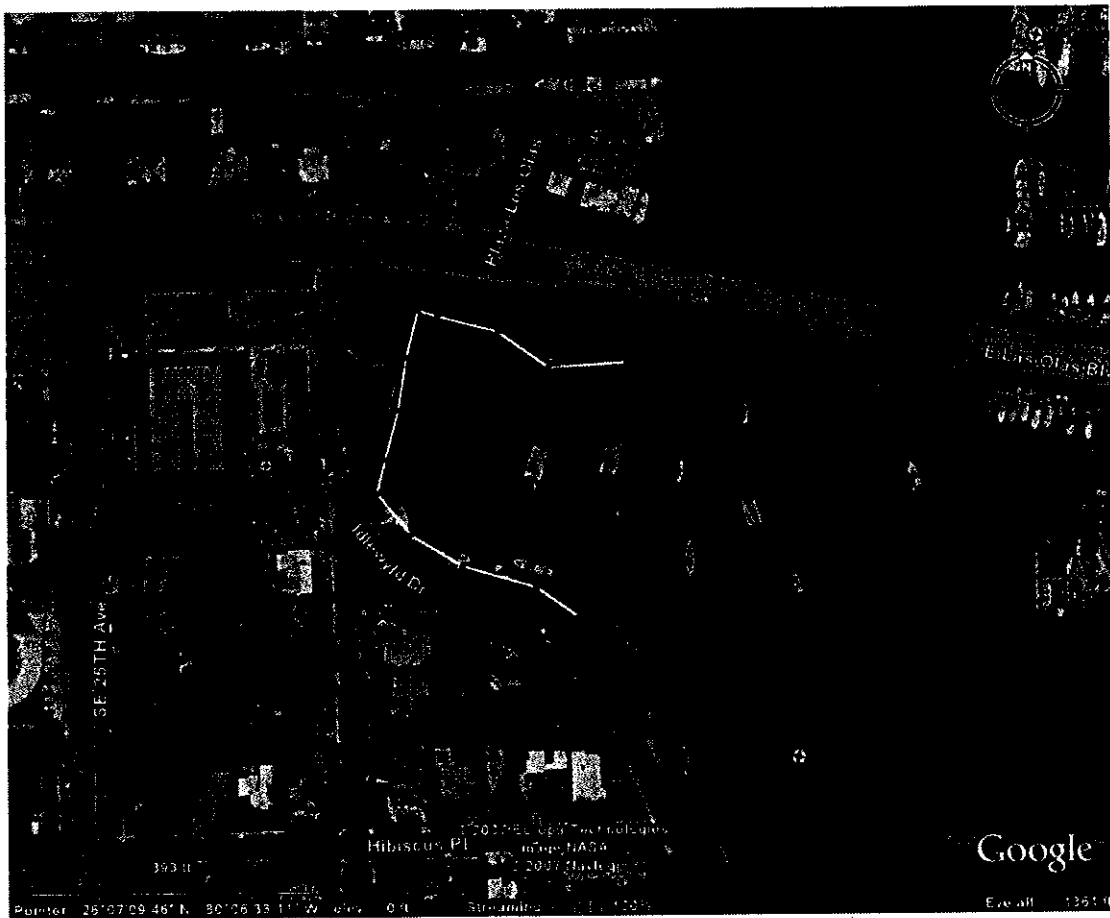
alarm incident report must be completed in detail by Security. If the alarm is determined to be an actual intrusion, continue with the following procedure:

NOTE: IF THE ALARM HAS BEEN DETERMINED TO BE A "FALSE ALARM", IMMEDIATELY CONTACT THE MONITORING ALARM COMPANY AND INFORM THEM OF THIS INFORMATION. ADVISE THEM TO NOTIFY THE RESPONDING POLICE OR OTHER EMERGENCY DEPARTMENT.

- a. The Patrol may begin a perimeter check of the Facility, investigating all doors and windows for breakage or forced entry while awaiting the arrival of the City of Fort Lauderdale Police.
- b. Expect a phone call from the central station that an alarm condition Exists.
- c. When the police arrive, Patrol will inform the Officers of the situation, then lead them to the alarm location if required. Always offer them your assistance.
- d. Upon receipt of the telephone call from the monitoring company that they have received an alarm signal, swift deliberate action is required by the Dispatcher on duty, keeping in mind the Police Department has already been dispatched prior to your receiving notification of an alarm. All Officers are immediately dispatched to the alarm location. The keys should be obtained from the Road Supervisor, who will respond and deactivate the alarm.

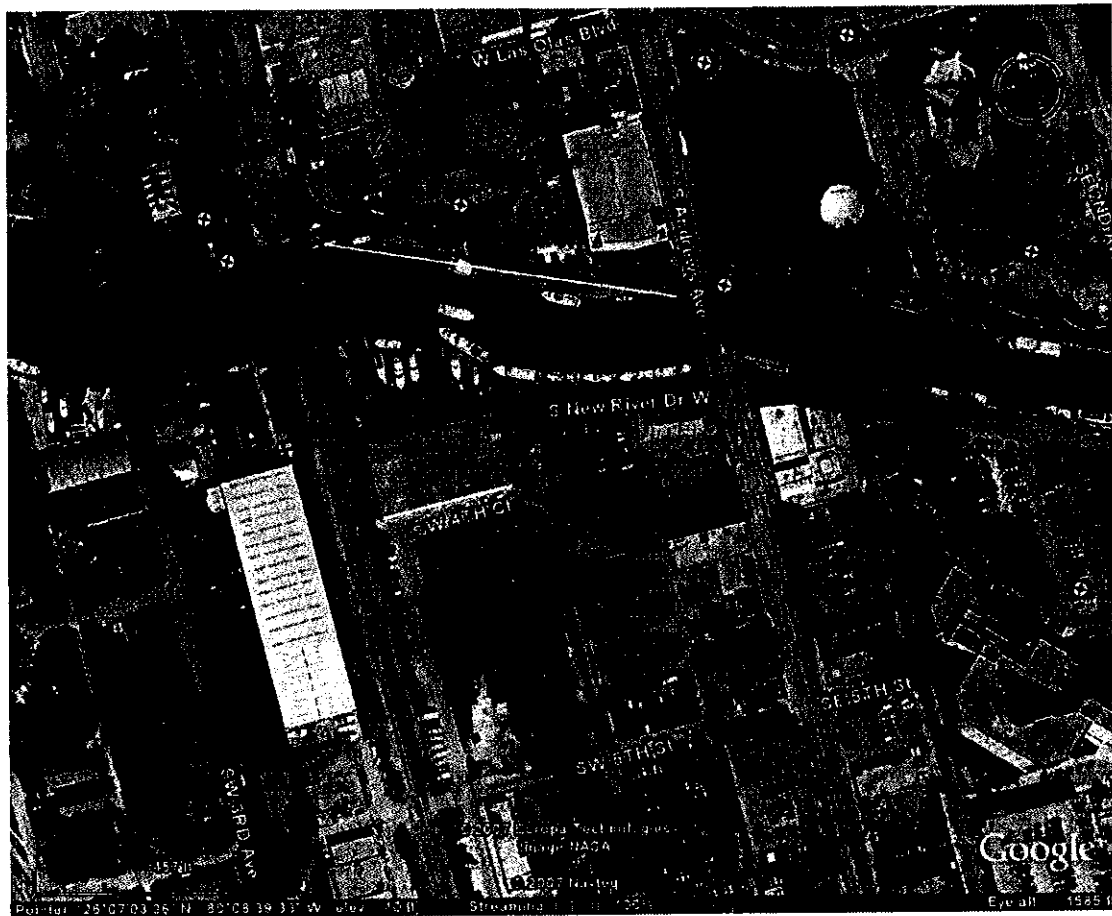
THE FOLLOWING ARE SATELLITE IMAGES OF ALL EIGHT MARINE FACILITIES SECURITY PATROL SITES PATROL ZONES 1 THRO 8

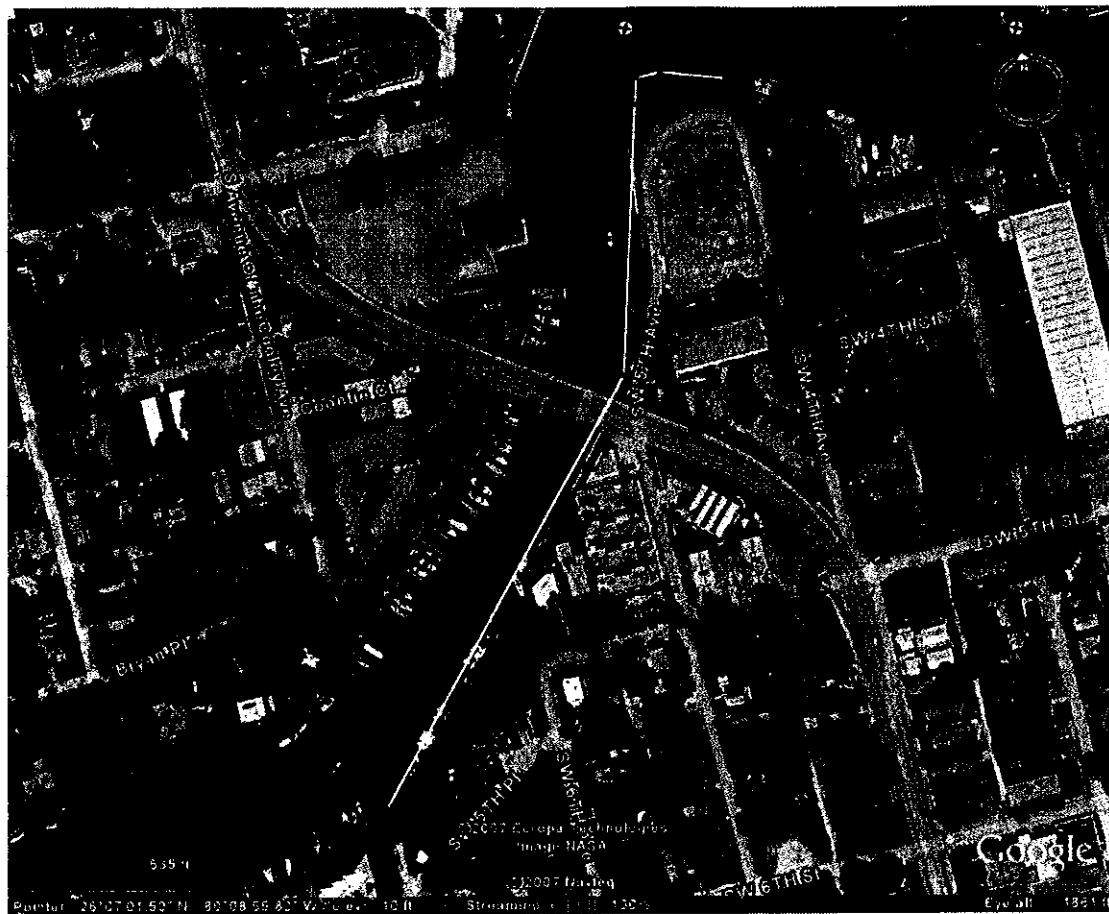




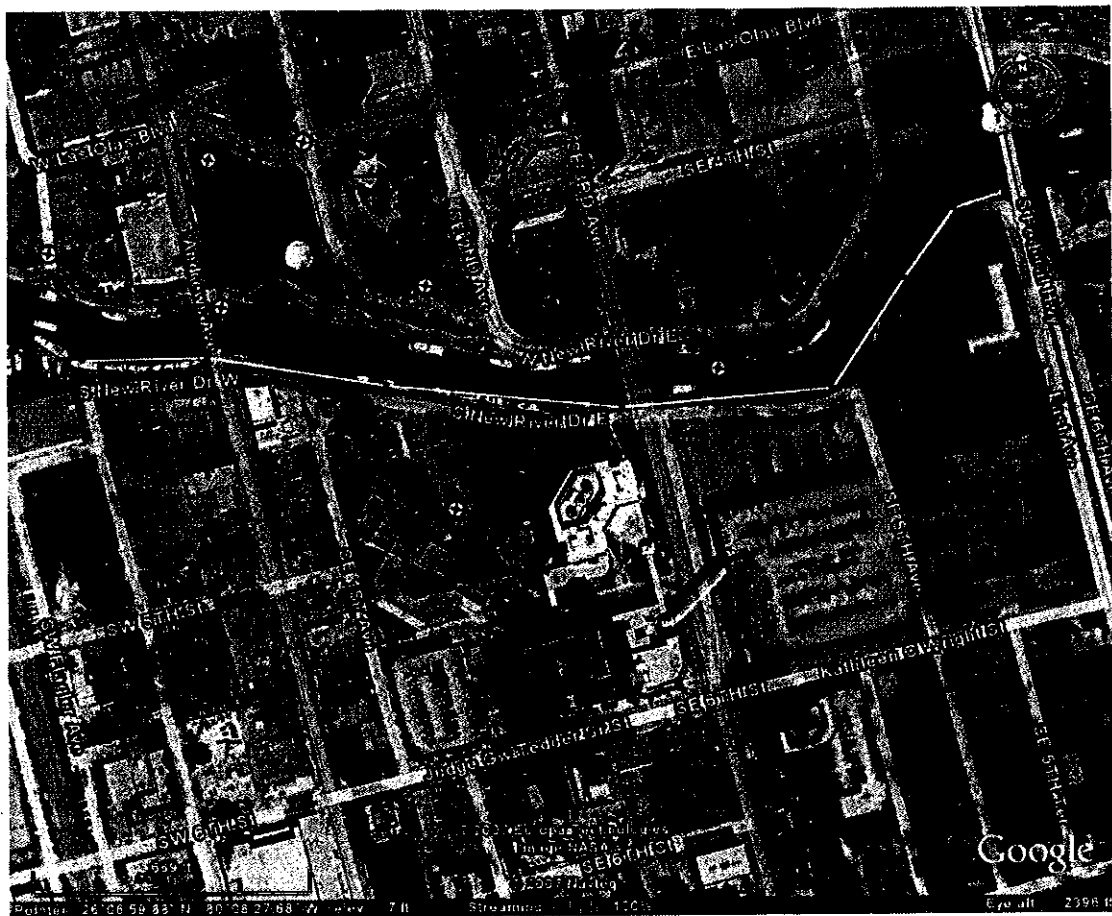












QUALITY CONTROL PROGRAM

Monitoring through Vehicle GPS system installed in each vehicle

Navarro believes that an effective security officer must be supported and directed by strong and active supervision.

QUALITY CONTROL PROGRAM, INSPECTION/REPORTING SYSTEM

Navarro Security Group supports all supervisors with their management personnel. Supervisory personnel and management hold weekly meetings. Monthly meetings are held between each employee assigned to each post and management personnel, including supervisory personnel. All equipment issued to the officers is monitored by our road supervisory force and project manager on a weekly basis.

All personnel are issued with the Navarro Security Handbook which details the policies and procedures required by the company. All employees are required to be familiar with, and abide by, these policies and procedures.

CODE OF ETHICS

GENERAL ORDERS

- A. Security Officer Orders
- B. Personal Conduct
- C. Uniform & Equipment
- D. Call Off & Check In Requirements
- E. Highway Safety
- F. Firearms

EMPLOYMENT POLICY

- A. Discrimination Policy
- B. Wages
- C. Probationary Period
- D. Company Benefits

GENERAL POLICY

- A. Personal Guidelines
- B. Public Relations
- C. Telephones
- D. Language
- E. The News Media
- F. Duty Relief
- G. Familiarization with your Post
- H. Security Officer Rounds

EMERGENCIES

- A. All Security Officers Must Know
- B. First Aid Injuries or Illness
- C. Fire

REPORTING PROCEDURES

- A. Report Procedure
- B. Log Book
- C. Daily Activity Report

D. Incident Report

E. Security Officer Regulations

ADDITIONAL POLICIES AND PROCEDURES

A. Drug Free Workplace Policy

B. Use of Guide Dogs

Use of Non Human Primates

DISCIPLINARY ACTIONS

Security Officers are issued with Orders. These will be General Orders, Special Orders (specific orders outlining the duties required at a specific post, also known as Post Orders) and Informational Orders (additional information required to carry out duties at Special Events). These orders are issued to the officers and reviewed by their supervisors, in order to ensure that each officer is familiar with his/her post and the duties required.

Officers have strict check in and call off requirements and are required to make hourly Radio or Telephone check ins with the Central Dispatch Station. The Central Monitoring Station and Dispatch and Supervisors are available 24 hours a day seven days a week. Road Supervisors make regular checks at all posts and are available to assist in emergency situations and to cover posts where necessary.

Security Officers are required to complete and sign the Log Book at each post for every shift. They are also required to write Daily Activity Reports and Incidence Reports. These reports are reviewed by Supervisors and Management personnel.

All supervisory and management personnel can be contacted at any time through telephone, radio or pager systems, twenty-four hours, per day.

The Project or District Manager Is responsible for maintaining the master schedule, including all posts. The scheduler will be on call 24 hours per day. If a problem should arise that the road supervisor cannot handle, then the scheduler will be contacted. The scheduler will also be responsible for replacing those security officers that request certain days or time periods off. The scheduler will be responsible for maintaining overtime control for the Security Division. In addition, when the division acquires new accounts the scheduler will be responsible for setting the schedule and staffing of these accounts. Navarro uses *InTime* Solutions Software for Officer Scheduling and Record documentation. *InTime* is designed to meet the unique and specific challenge of scheduling officers. *InTime* finds the best way to match officers to shifts-easily and efficiently. The heart of *InTime* is a powerful scheduling engine that analyzes and sorts personnel. *InTime* maintains and organizes specific information on each and every shift, employee and client. The computer processes the information to give you the best qualified candidates for every shift. *InTime* allows you to update and revise schedules in minutes. Plus it tracks, in real time, hours scheduled and computes hours and overtime to employment standards

InTime tracks specific information on each and every employee and maintains a complete work history for every shift. Having this information means the best qualified people available are always assigned. Plus, employees get the best schedule possible given their needs and availability.

Scheduling Features:

- * Eliminates double bookings
- * Display up to 1 month on screen and up to 12 weeks at a time.
- * Extensive security access control
- * Find matches Officers to Shifts, using over 12 constraints including: no overtime, no exclusions, past experience and personal criteria
- * Provides a complete list of unassigned open shifts

Officer and Location Features

- * Active/Inactive Officer
- * Officer Photo and Video clip display
- * Maintain up to several pages of data
- * History/Exclusion – automatically maintains first and last dates worked for all sites and shifts
- * Maintains Officers on/off times
- * Special and Priority file settings

Operations Management

- * Event Schedule with Call In interface and alarms
- * Track expiry dates for contracts, certification, licenses with reminder alarms
- * Track officer issued supplies and equipment
- * Clients, contracts and departments
- * Rates Table with Bill/Pay matrix

InTime - Working

File Edit View Display Report Window Help

Spherion Corporation

2000 Spectrum Blvd
P.O. Box 1000
P.O. Box 1000

Book [Redacted] [Redacted] Comment

Post [Redacted]

(4)Walson, C

Day Book Edit Delete Add

(4)Walson, C

Week End Aug 30
Book 40.0 hr
On/Off 0.0 hr

Shift	Off	Fri 17	Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23
0700-1500 Prison	8							
1800-1500 510-510-510	8							
1800-2300 Prison	8							
1700-2300 510-510-510	8							
1700-2300 Unassigned Pay	8							
2300-0700 Prison	8							

Job/Work Shifts Job/Persons Person/Work Shifts Person/Jobs

Refresh recommended 24 Aug 2000 10:28:32

Communication

All communication between Security Officers and Supervisor via two-way radio, cell phone, request a response to their location by the supervisor.

DISPATCH/COMMUNICATION CENTER“STATION 2000”

Dispatch Center is located at 1341 S.W. 21st Street, Fort Lauderdale, Florida 33312.

Navarro Security Group maintains a twenty-four hours, seven days per week communications center. This ensures that the “after hours” concerns of clients are handled by trained dispatchers. **All supervisory and management personnel can be contacted at any time through telephone, radio systems, twenty-four hours, per day.**

Our communications center helps ensure the safety of security officers on duty through a schedule of pre-arranged radio check-in calls and a ready link to emergency assistance.

This dispatch system also helps prevent security officers “No Shows” as all officers are required to call into the communication center upon arrival for scheduled duty. Should a replacement security officer be needed, the dispatcher begins the process immediately.

This Command Center Function fulfills several important requirements, the most vital of which is monitoring the company’s required hourly call-in procedure. Each Officer working alone (no other Security Officer assigned to the shift) is required to call hourly between the top of the hour and ten minutes after. Those officers failing to call will be immediately contacted by a dispatcher to ensure their safety. If the officer fails to respond a Road Supervisor is immediately sent to the post to investigate. This system was established to respond to patrolling Security Officers who may be in need of emergency assistance.

Navarro Dispatch Center

Station 2000 provides a central monitoring station for its own clients as well as for those of others in the security industry. Station 2000 offers the latest state-of-the-art monitoring equipment equaled by no other monitoring facility and services the entire continental United States.

Navarro’s Station 2000 “UL” approved 24 hour central monitoring station is fully automated. All alarm traffic responses are stored on multiple permanent optical disks assuring rapid access to alarm history information. Its digital lucent PABX telephone system handles automatic call distribution to dispatch stations and records the details of every inbound and outbound call on computer disks. All telephone conversations are recorded on digital tape cartridges.

All equipment is powered by an 18 KVA U.P.S. system with 12 hours of battery backup and a natural gas engine driven generator which can power the entire central monitoring station indefinitely. All equipment has full dual redundancy,

Station 2000 is one of very few monitoring stations in the nation capable of Hyperscan video monitoring.

All dispatchers are trained on all aspects of the monitoring station. Station 2000 offers custom monitoring for every subscriber and is able to receive virtually all formats and customize every account to the customer's needs. Individual personal pass cards with the alpha or numeric pass codes selected by the client are issued. Station 2000 is capable of sending your reports and customer information to you on your IBM compatible computer.

All response time for alarm signals is less than one minute. Station 2000's signals are dispatched by zone which gives authorities the exact nature and location of your emergency. Station 2000 notifies both the response agency and/or designated emergency contacts.

Station 2000 is totally insured including professional liability insurance. All rates are competitive. Call for your wholesale pricing and incentive offers.

RADIOS

Current communication system has 175 radios on-line at this time.

Our current 2 way radio system consists of 3 sites, Miami, Pompano and West Palm Beach, networked together to create a Tri-county coverage area. We are able to communicate unit to unit from Jupiter to Miami with mobile or portable radios. We are able to dispatch, to call units at one (1) time or limited groups using additional channels on the system. Our 2-way radio network allows us to monitor activity in the field on a group basis.

Radio Equipment and Accessory Repair

Security Officers have 24 hour per day/7 days per week access to supervisors via radio communication with the supervisors directly or through the central dispatch center.

Our current 2 way radio system consists of 3 sites, Miami, Pompano and West Palm Beach, networked together to create a Tri-county coverage area. We are able to communicate unit to unit from Jupiter to Miami with mobile or portable radios. We are able to dispatch, to call units at one (1) time or limited groups using additional channels on the system. Our 2-way radio network allows us to monitor activity in the field on a group basis.

VEHICLES: *Provide pictures and descriptions of the vehicles proposed for this contract – with company name and City identification.*

Monitoring through Vehicle GPS system installed in each vehicle

PATROL VEHICLES

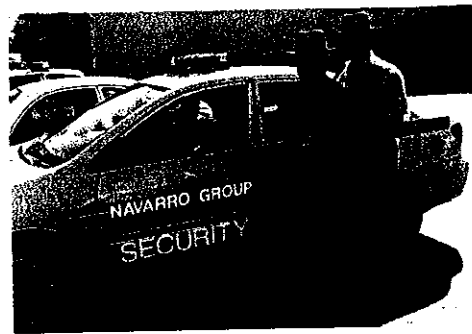


Note All Vehicles will be purchased new.

NAVARRO SECURITY PATROL VEHICLE

SECURITY PATROL VEHICLES AND EQUIPMENT

ALL SECURITY PATROL VEHICLES WILL HAVE THE FOLLOWING DECALES.



Contracted by CITY OF FORT LAUDERDALE

Navarro's highly visible patrol vehicle, manned by professional officers, will guard and provide an extra level of protection. The presence of widely-recognized patrol vehicles, constantly in contact with each other together with our computerized communications center, is a major factor in preventing criminal activity at your establishment.

- Equipped with yellow strobe light bar.
- Decals Security Patrol" 3M's Scotch-Lite reflective material.
- The patrol vehicle will also be equipped with:
- Spotlight (Vehicle)
- Fire Extinguisher, capable of extinguishing A,B and C type fires.
- First Aid Kit
- Traffic Cones
- Two-way Hand Held Radio Communications
- Nylon Rope (100') (Flotation Device)
- Traffic Vest
- Vehicle Recovery Straps
- Street Broom
- Traffic Flash Light
- Traffic Safety Vest
- Traffic Control Flares
- Emergency Seat Belt Cutter
- Booster Pac Portable Engine Starter

- Rain Gear (Jacket & Pants, Shoe Rain Boots)
- File Manager organizer
- Trunk/Cargo Organizer Locker
- Window Punch
- Small toolbox containing pliers, screwdriver, wrench, etc.

Vehicle maintenance and a general inspection will be conducted every 3,000 miles

VEHICLE SUPPORT

A qualified Navarro in-house mechanic provides support service for vehicle maintenance and repair for all Navarro vehicles.

At regular intervals the Navarro in-house mechanic does the following on site at the Navarro Headquarters:

- * Change oil and install new oil filters using only top quality products
- * Complete lubrication of chassis
- * Check and adjust fluid levels as needed, including transmission, power steering, brake, windshield washer and coolant
- * Check tires and adjust pressure and measure tread depth
- * Complete safety inspection of vehicle

Vehicles that require immediate attention will be replaced by another vehicle until all repairs are corrected. Navarro will provide on-site service at any location to assess a problem or concern regarding any vehicle. Replacement will be carried out in less than one hour from the time of notification.

Vehicle Detailing

All vehicles are fully detailed by an outside source on-site at regular intervals to include wash, vacuum, wax and deodorizing.

Note that no vehicle will be removed from any location without a Supervisor first being notified and a replacement vehicle being delivered on site.

PREVENTION MAINTENANCE – AUTO AND TRUCKS

VEN. # _____

A. – 3,000 MILE

RO. # _____

B. – 24,000 MILE

MILEAGE _____

OUTSIDE VEHICLE INSPECTION		A	B	MECH. CODE
1.	Check exterior for body damage, hub caps, etc.			
2.	Check windshield wipers.			
3.	Check weather stripping.			
4.	Lube hood trunk, tailgate, lock cylinders and door hinges.			
INSIDE CAB INSPECTION				
5.	Check all lighting system and electrical accessories.			
6.	Check seat belts, mirrors, windows, etc.			
7.	Check parking brake operation.			
8.	Check shifting lever operation and ignition switch.			
9.	Check engine warning lights and gauges.			
10.	Check A/C system complete, heater, defrost operations.			
11.	Check brake pedal operation.			
12.	Check windshield operation.			
ENGINE AREA INSPECTION				
13.	Check cooling system components and heater hoses.			
14.	Flush cooling system, use cleaner. "Change all hoses." Except Silicone.	XXXXX		
15.	Check drive belts for wear and tension. Replace all belts on (B.P.M.).			
16.	Replace air filter, fuel filter and other filters.			
17.	Check P/S pump, P/S box, lines and all related parts.			
18.	Check master cylinder, power booster, and all related parts.			
19.	Check charging system and all related components. (Use V.A.T.-40).			
20.	Check engine cranking operation (Use "V.A.T.-40").			
21.	Check transmission fluid, automatic and standard.			
22.	Tune-up engine, "As Needed" (Use Oscilloscope).	XXXXX		
23.	Check P.C.V. valve/replace on (B.P.M.)			
UNDERNEATH INSPECTION/LUBE				
24.	Change engine oil, filter, lube chassis, drive line.			
25.	Change transmission fluid, filter, manual trans. oil, differential oil.	XXXXX		
26.	Check engine and transmission mounts.			
27.	Check under carriage for any leaks or damage.			
28.	Check suspension and front end components.			
29.	Check drive shaft, boots (C.V. Joints).			
30.	Visual inspection of exhaust system, use hand held exhaust tester.			
BRAKES AND TIRE INSPECTION				
31.	Pull wheels and inspect brake system, brake lines, and adjust brakes.			
32.	Check tires, rotate if necessary. Check tire pressure, lug nuts.			
33.	Re-pack wheel bearings and replace seals - "B.P.M. only".	XXXXX		
FINAL INSPECTION				
34.	Check H.C., C.O., C.O.2 and O.2.			
35.	Road test vehicle for performance and driveability, use C.O. tester.			
36.	Install P.M. sticker.			

EMERGENCY PREPAREDNESS PLAN

Navarro has implemented and trained officers in plans for emergency and unusual situations. In the event of an emergency situation (e.g. an act of terrorism or a natural disaster such as hurricane) Navarro's Emergency Response Plan would be implemented to facilitate an increase in demand for manpower.

Personnel currently servicing the contract would be available on a twelve (12) hour shift basis rather than an eight (8) hour basis, thus increasing available man power by 50%. In addition Navarro's "In Time" Solution Scheduling Software Program, allows us to ascertain the availability of staff security members that could be called upon to respond to short notice emergency call-outs. Road Supervisors are always available to facilitate emergency call-outs at short notice until relieved by replacement security personnel.

EMERGENCY RESPONSE PLAN

This plan contains information, which may be required in the event of a man-made or natural disaster. The Navarro Group will take the necessary actions to maintain continuous service in the event of such catastrophes.

It is the policy of the Navarro Group during man-made or natural disasters to assist and expedite emergency operations. Navarro may also be requested to supplement local law enforcement agencies that have primary responsibility over an unusual occurrence. Often, local law enforcement agencies cannot operate effectively to protect individual clients and property without the assistance of our security force. During emergencies all available resources will be applied to the extent necessary to effectively control the incident. The Navarro Group will, if requested, assist law enforcement when needed, and our operations will be coordinated with those of this scope or magnitude, it is necessary for plans to be basic, flexible, and subject to modification related to the control of disasters or other emergencies. Accordingly, all Division and Site Supervisors are responsible for the efficient activation, maintenance, and conclusion of these incidents of disastrous magnitude. Consequently, it is essential that we not only conduct ourselves in a professional manner, but also demonstrate through our actions a degree of expertise that generates client approval and confidence. The control tactic we employ must take into account priorities, alternatives, and costs to the client. (This depends upon the type and magnitude of the situation, personnel and equipment available, number of persons affected, and the extent of damage.)

Security Officers should be aware that their tour of duty may be extended and should make provisions to bring the necessary equipment and extra uniforms to meet their individual needs.

1. Project Manager will meet with all Contract Supervisors.
2. Review plans, procedures, and update rosters.
3. Place personnel on Standby Alert Status or Emergency Alert Status as directed by the C.E.O., client and local authorities.

4. Maintain fuel tanks in patrol units as full as possible.
5. Secure all office physical facilities and vehicles not in use by the best available means to prevent or minimize damage.

MOBILIZATION:

All Navarro Group personnel will report to assigned post and shift. Personnel on duty at the time of mobilization will be relieved of duty and will have four hours to prepare themselves, their families, and their personal property. All personnel will report back to duty as quickly as possible and to their designated assignment. Personnel without assignments will call in for assignments.

All personnel will have the following equipment:

1. Two full sets of uniforms;
2. Appropriate civilian clothing as needed;
3. Rain gear;
4. Second set of shoes or boots;
5. Flashlights and batteries as needed;
6. Toilet articles as needed;
7. Drinking cup and eating utensils;
8. Pillow and blanket; and
9. Essential prescribed medications.

Remember that a security officer's comfort will depend upon how well he/she has prepared himself/herself for this emergency. The better prepared they are, the better they will feel.

EVACUATION WARNING: ideally, prior to evacuations there will be enough time for radio and television stations to broadcast the required information. Such warning could include pertinent information, such as:

1. Type of evacuation (mandatory/voluntary);
2. Vest available route(s) out of the area;
3. Location of evacuation centers, if established;
4. Anticipated duration of emergency; and
5. Time remaining before the situation becomes critical.

EVACUATION:

Disasters and other emergencies require a prompt commitment from all concerned. When it becomes necessary to evacuate, the warning must be timely. Additionally, it must be precise in content and given in authoritative manner. When conveying the warning, attention must be paid to the fact that while assisting law enforcement our main concern in an emergency is the preservation of life. Personnel must be aware of this, be professional in their conduct, and be able to minimize resentment to gain the public's

cooperation. The order for evacuation will usually be given by the On-scene Fire Chief or higher authority.

Occupants cannot be forced from their residence or businesses after being notified of the evacuation. An order for "Mandatory Evacuation" may be issued in time of emergency.

Note that when a Mandatory Evacuation order is issued, all Navarro Group Security personnel will follow the instructions given by the authorities to leave the area.

OPERATIONAL PHASE:

Once the unusual occurrence situation is terminated, the client and Navarro's C.E.O. or designee will direct all mobilized security forces to return to normal operations. The Staff Coordinator will make adjustments in duty schedules to assure their personnel can return to normal operations as soon as possible.

POST OCCURRENCE PLAN:

Their restoration of order occurs only after control is established, the severity of the emergency diminishes and recovery operations begin by local agencies. Plans to reintroduce Navarro Security Officers into the evacuated areas should be made immediately.

AFTER ACTION REPORT:

An after action report will be prepared within seven (7) days of an unusual occurrence and will detail as much information as possible about the unusual occurrence and activities that occurred relative to the client's property.

Tab 4: Professional Licenses and Certificates

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON
COMMISSIONER

DIVISION OF LICENSING

ISSUE DATE: 10/26/04

LICENSE NO. A 9200305

THE AGENCY OR SCHOOL NAMED BELOW IS
LICENCED AND REGULATED UNDER THE
PROVISIONS OF CHAPTER 493, FLORIDA STATUTES,
FOR THE PERIOD EXPIRING NOVEMBER 02, 2007

PRIVATE INVESTIGATIVE AGENCY

NAVARRO GROUP LTD. INC.
1341 SW 21 TERRACE
FORT LAUDERDALE, FL 33312

NAVARRO, NICK
PRESIDENT
BETUCELLI, STEVEN A.
SECRETARY-TREASURER



Charles H. Bronson

CHARLES H. BRONSON
COMMISSIONER

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON
COMMISSIONER

DIVISION OF LICENSING

LICENSE NO. B 2300085

ISSUE DATE: 07/25/06

THE AGENCY OR SCHOOL NAMED BELOW IS
LICENCED AND REGULATED UNDER THE
PROVISIONS OF CHAPTER 493, FLORIDA STATUTES,
AUGUST 07, 2009
FOR THE PERIOD EXPIRING

SECURITY AGENCY

NAVARRO SPECIAL DETAILS
COMPANY INC.
1341 S.W. 21 TERRACE
FORT LAUDERDALE, FL 33312

NAVARRO, NICK
PRESIDENT
NAVARRO, SHARON S.
VICE PRESIDENT



Charles H. Bronson

CHARLES H. BRONSON
COMMISSIONER



**CITY OF FORT LAUDERDALE
LICENSE
2006-2007**

NAME OF BUSINESS
LOCATION

NAVARRO SPECIAL DETAILS CO INC
1341 SW 21 TER

IS HEREBY LICENSED TO ENGAGE IN BUSINESS, OCCUPATION OR PROFESSION

420700

SECURITY GUARD
EACH LICENSED INDIVIDUALLY

LICENSE NUMBER
TOTAL FEE PAID

714957
\$ 168.00

THIS LICENSE ISSUED FOR THE PERIOD COMMENCING OCTOBER 1ST AND
ENDING SEPTEMBER 30TH OF THE YEARS SHOWN ABOVE

NOTICE --- LICENSEES MUST BE TRANSFERRED WHEN BUSINESS IS SOLD
OR MOVED. (PLEASE SEE BACK OF THIS FORM.)

POST THIS LICENSE IN A CONSPICUOUS PLACE

PRESORTED

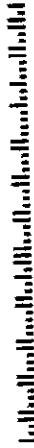
FIRST CLASS MAIL
U.S. POSTAGE
PAID 1 OZ.
PERMIT NO. 401



PRESORTED

FIRST CLASS MAIL

NAVARRO SPECIAL DETAILS CO INC
1341 SW 21 TER
FORT LAUDERDALE FL 33312





**CITY OF FORT LAUDERDALE
LICENSE**

2006-2007

**NAVARRO SPECIAL DETAILS CO INC
1341 SW 21 TER**

NAME OF BUSINESS
LOCATION

IS HEREBY LICENSED TO ENGAGE IN BUSINESS, OCCUPATION OR PROFESSION

420600 SECURITY GUARD SERVICES (OFFICE)

LICENSE NUMBER 714956
TOTAL FEE PAID \$ 157.50

THIS LICENSE ISSUED FOR THE PERIOD COMMENCING OCTOBER 1ST AND
ENDING SEPTEMBER 30TH OF THE YEARS SHOWN ABOVE

NOTICE --- LICENSES MUST BE TRANSFERRED WHEN BUSINESS IS SOLD
OR MOVED. (PLEASE SEE BACK OF THIS FORM.)

POST THIS LICENSE IN A CONSPICUOUS PLACE

PRESENTED
FIRST CLASS MAIL
U.S. POSTAGE
PAID 1 02.
PERMIT NO. 401



PRESENTED
FIRST CLASS MAIL

NAVARRO SPECIAL DETAILS CO INC
1341 SW 21 TER
FORT LAUDERDALE FL 33312





**CITY OF FORT LAUDERDALE
LICENSE
2006-2007**

**NAVARRO SECURITY GROUP INC
1341 SW 21 TER**



PRESORTED

**FIRST CLASS MAIL
U.S. POSTAGE
PAID 1 OZ.
PERMIT NO. 401**

IS HEREBY LICENSED TO ENGAGE IN BUSINESS, OCCUPATION OR PROFESSION

420700

**SECURITY GUARD
EACH LICENSED INDIVIDUALLY
672717
\$ 1,312.50**

**LICENSE NUMBER
TOTAL FEE PAID**

**THIS LICENSE ISSUED FOR THE PERIOD COMMENCING OCTOBER 1ST AND
ENDING SEPTEMBER 30TH OF THE YEARS SHOWN ABOVE**

**NOTICE --- LICENSES MUST BE TRANSFERRED WHEN BUSINESS IS SOLD
OR MOVED. (PLEASE SEE BACK OF THIS FORM.)**

**PRESORTED
FIRST CLASS MAIL**

**NAVARRO GROUP
DBA NAVARRO SECURITY GROUP INC
1341 SW 21 TER
FORT LAUDERDALE FL 33312**



POST THIS LICENSE IN A CONSPICUOUS PLACE



NAME OF BUSINESS
LOCATION

**CITY OF FORT LAUDERDALE
LICENSE
2006-2007**

NAVARRO TECHNICAL SERVICES
1341 SW 21 TER

IS HEREBY LICENSED TO ENGAGE IN BUSINESS, OCCUPATION OR PROFESSION

424000 UNCLASSIFIED

LICENSE NUMBER
TOTAL FEE PAID

696743
\$ 157.50

THIS LICENSE ISSUED FOR THE PERIOD COMMENCING OCTOBER 1ST AND
ENDING SEPTEMBER 30TH OF THE YEARS SHOWN ABOVE

NOTICE --- LICENSES MUST BE TRANSFERRED WHEN BUSINESS IS SOLD
OR MOVED. (PLEASE SEE BACK OF THIS FORM.)



PRESORTED

FIRST CLASS MAIL

U.S. POSTAGE

PAID 1.02

PERMIT NO. 401

PRESORTED

FIRST CLASS MAIL

NAVARRO GROUP LTD INC
DBA NAVARRO TECHNICAL SERV
1341 SW 21 TER
FORT LAUDERDALE FL 33312



POST THIS LICENSE IN A CONSPICUOUS PLACE



CITY OF FORT LAUDERDALE
LICENSE
2006-2007

NAME OF BUSINESS
LOCATION

NAVARRO TECHNICAL SERVICES
1341 SW 21 TER

IS HEREBY LICENSED TO ENGAGE IN BUSINESS, OCCUPATION OR PROFESSION

420200

SALES OFFICE (NO RETAIL SALES)

LICENSE NUMBER
TOTAL FEE PAID

696742
\$ 157.50

THIS LICENSE ISSUED FOR THE PERIOD COMMENCING OCTOBER 1ST AND
ENDING SEPTEMBER 30TH OF THE YEARS SHOWN ABOVE

NOTICE --- LICENSES MUST BE TRANSFERRED WHEN BUSINESS IS SOLD
OR MOVED. (PLEASE SEE BACK OF THIS FORM.)



PRESORTED

FIRST CLASS MAIL
U.S. POSTAGE
PAID 1 OZ.
PERMIT NO. 401

PRESORTED

FIRST CLASS MAIL

NAVARRO GROUP LTD INC
DBA NAVARRO TECHNICAL SERV
1341 SW 21 TER
FORT LAUDERDALE FL 33312



POST THIS LICENSE IN A CONSPICUOUS PLACE

FORM NO. 401-280AC25-051
REV 200625413 (Rev. 3/06)

Board of County Commissioners, Broward County Florida
BROWARD COUNTY OCCUPATIONAL LICENSE TAX
FOR PERIOD OCTOBER 1, 2006 THRU SEPTEMBER 30, 2007

00714

☒ RENEWAL ☐ TRANSFER SEC # 18 / 181
☐ NEW DATE BUSINESS OPENED 10/25/97
STATE OR COUNTY CERT/REG # 1550001954
Business Location Address:
1341 SW 21 TERR 33312-0000
FT LAUDERDALE
BUSINESS PHONE: (954) 581-1516

TAX	\$1.00
BACK TAX	
PENALTY	
T.G. FEE	
TRANSFER	
TOTAL	\$1.00

PENALTIES IF PAID	
OCT. - 10%	NOV. - 15%
DEC. - 20%	After DEC. 31 - 25%
* Plus Tax Collection Fee of up to \$25.00 Based on Cost of License if Paid On or After November 30.	
ACCOUNT NUMBER 181-0001667	

THIS LICENSE MUST BE CONSPICUOUSLY DISPLAYED
TO PUBLIC VIEW AT THE LOCATION ADDRESS ABOVE.

BROWARD
COUNTY

NAVARRO TECHNICAL SERVICES INC
NICK NAVARRO / PRES
FRANK CARDINALE
1341 SW 21 TERR
FORT LAUDERDALE FL 33312-0000
TYPE OF LICENSE TAX PAID
ELECTRICAL CONTRACTOR
25 UNITS

BROWARD COUNTY REVENUE COLLECTION
115 S. Andrews Avenue, Governmental Center Annex
FORT LAUDERDALE, FL 33301
www.broward.org/revenue

2006 - 2007

PAYMENT RECEIVED AS VALIDATED ABOVE

*SEE INSTRUCTIONS ON BACK OF LAST COPY

PAID 09/08/06 7018884.0001

\$1.00

Special of County Commissioners, Broward County Florida
BROWARD COUNTY GOVERNMENT LICENSE TAXFORM NO. 487-280V05.05-001
(07/03/2004) (Rev. 2003)

FOR PERIOD OCTOBER 1, 2006 THRU SEPTEMBER 30, 2007

☐ RENEWAL ☐ TRANSFER SEC # 31 / 359☒ NEW DATE BUSINESS OPENED 05/11/93

STATE OR COUNTY CERTES: 107200305

Business Location Address:

1341 SW 21 TERR 33312

FT LAUDERDALE BUSINESS PHONE: (754) 881-1316

TAX: \$0.00
BACK TAX:
PERMITS:
LIC FEE:
TRANSFER:
TOTAL: 30.00PENALTY TAX PAID
OCT. 10% NOV. 15%
DEC. 20% 17 APRIL 20%
Penalty Collection Fee \$50.00 to \$250.00
Based on Cost of License If Paid
On or After November 30.
ACCOUNT NUMBER
317-0001778NAVARRO GROUP LTD INC
1341 SW 21 TERRACE
PORT LAUDERDALE FL 33312THIS LICENSE MUST BE CONSPICUOUSLY DISPLAYED
TO PUBLIC VIEW AT THE LOCATION ADDRESS ABOVEBROWARD
COUNTY INVESTIGATIVE AGENCY
1 UNIT

TYPE OF LICENSE TAX PAID

BROWARD COUNTY REVENUE COLLECTION
1153 Andrews Avenue, Government Center Annex
PORT LAUDERDALE, FL 33301
www.broward.org/tax

2006 - 2007

PAYMENT RECEIVED AS SHOWN ABOVE SEE INSTRUCTIONS ON BACK OF LAST COPY

PAID: 09/22/06 70009720001 30.00



Certificate Number: 05-0531
08/10/2005

Small Business Development Division

Governmental Center Annex
115 S. Andrews Avenue, Room A640 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-6010

This Certificate is Awarded to: Navarro Group Ltd., Inc.

The requirements have been met for certification for:

Minority Business Enterprise

As set forth in the Business Opportunity Act of 2004. The Small Business Development Division must be notified within 30 days of any material changes in the business which may affect ownership and control. Failure to do so may result in the revocation of this certificate and/or imposition of other sanctions.

File # 05-0531 BC-MBE Certificate Expires: 08/03/08

Small Business Development Division

Broward County Board of County Commissioners
Josephus Eggleston, Jr. • Ben Graber • Sue Gunzburger • Kristin D. Jacobs • Irene Lieberman • John E. Rostrom, Jr. • Jim Scott
Dana Wasserman-Rubin • Lois Wexler
www.broward.org/smallbusiness



**North Broward
Hospital District**

Certifies

NAVARRO GROUP LTD., INC.

*as a Minority Business Enterprise in accordance with the policies
and procedures as prescribed by the Board of Commissioners,
North Broward Hospital District for certification.*

Certification

Expires

30, 2007



R. Brown
Rohelia Brown
Compliance Specialist

L.D. Gainey II
L.D. Gainey II
Director

The North Broward Hospital District is an equal opportunity employer and encourages the purchase of goods and services.



F R M B C

FLORIDA REGIONAL MINORITY BUSINESS COUNCIL, INC.

This Certifies That

Navano Security Group, Inc.

meets the certification criteria established by the

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL

and adopted by the

Florida Regional Minority Business Council (FRMBC) Board of Directors

and qualifies as a

MINORITY BUSINESS ENTERPRISE (MBE)

Product Description: Security Services

NAICS Code: 541220

Business Size: Small Business

Date of Issuance: July 1, 2010

[Signature]

FRMBC

Tab 5: State number of years experience the proposer has had in providing similar services. If services provided differs from the one presented in your proposal, please delineate such differences.

City of Fort Lauderdale

(11) Twelve Years

City of Hallandale

(3) Three Years

Safe Zone Security Gate House and Uniform Patrol Services

Town of Golden Beach

(3) Three Years

Main Town Gate House Uniform Service

City of Boca Raton

(6) SIX Years

Main City Hall Uniform Security

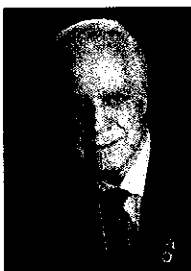
Main Water Plant Uniform Security front Gatehouse

Tab 6: List those persons who will have a management position working with the City, if you are awarded the contract. List name, title or position, and project duties. A resume or summary of experience and qualifications must accompany your proposal.

KEY PERSONNEL AND STAFF ORGANIZATION

Management in Fort Lauderdale with this responsibility would be Nick Navarro, President and CEO, and Louis Sorrentino, Director. Their unique experiences both in law enforcement and the private sector security business bring an added value to this contract. In particular as sheriff, Mr. Navarro's direct involvement with security at the Fort Lauderdale International Airport, Port Everglades and with the Tri Rail security provided by the Sheriff's Department during his tenure, gives him an added perspective not only on the problems and difficulties which might be encountered in a contract of this nature but also the experience and knowledge to successfully resolve them.

NICK NAVARRO President and CEO



Sheriff Nick Navarro (retired) is an internationally recognized law enforcement professional whose entire life has been dedicated to the reduction of crime and the improvement of the quality of life for all. His experience as Sheriff, from 1984 to 1992, of one of the nation's largest law enforcement agencies, the Broward County Sheriff's Office, prepared him for initiating and growing a successful multi-million dollar organization. Under his tutelage, the Broward Sheriff's Office emerged as a truly professional law enforcement agency, recognized nationally

by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and internationally by police and government agencies throughout the world.

He was honored by the Blue Lightning Task Force by being chosen as its Steering Committee Chairman for seven years. Among other honors was being chosen as Chairman of the Florida Sheriffs Association's Anti-Crack Cocaine Task Force; President of the International Narcotics Enforcement Officers Association (INEOA); Keynote speaker at the National Sheriffs Association Conference in Minneapolis, Minnesota in 1991, and being the recipient of hundreds of awards from various law enforcement, civic, and charitable organizations throughout the world.

Sheriff Navarro is a member of the Association of Former Federal Narcotic Agents.

Sheriff Navarro is also a member of the American College of Forensic Examiners International, Inc. Most recently, the American College of Forensic Examiners International, designated Sheriff Navarro Certified in Homeland Security, Class III. This designation as a CHS is limited to a select group of professionals who have demonstrated, by virtue of their experience, training, knowledge, skill, and education, a total commitment to homeland security.

SHARRON NAVARRO Vice President



Sharron Navarro is Vice President and Director of the Navarro Group and is actively involved in the operational management of the Company. She previously owned and operated Navarro Realty, Inc., a Broward County real estate company for approximately 13 years until it was sold to another larger real estate company. She is a member of the American Society for Industrial Security. Mrs. Navarro is active in many community organizations including the Florida Philharmonic Assn., South Florida Symphony Assn., American Cancer Association,

HANDY, Henderson mental Health Assn., the Broward County Humane Society, and served as president of the Royal Dames of Cancer Research, Inc. for three years. She also serves on the City of Fort Lauderdale Cancer Center Advisory Committee. During her husband Nick's tenure as Sheriff of Broward County, she founded the "Going Home Fund," wherein runaway children were returned to their homes, and POLO (Partners of Law Officers), an organization to assist special needs of law enforcement officers. Mrs. Navarro served with distinction on the 17th Circuit Judicial Nominating Commission, the Foundation Health Corporation, a subsidiary of the City of Fort Lauderdale and the City of Fort Lauderdale Cemetery Board.

Among the honors she has received was "Woman of Achievement:" named as one of the "Ten Best Dressed" in the community and "Woman of the Year."

LOUIS SORRENTINO

Director



Louis Sorrentino has been with the company since its inception in 1993 and has served as the President of the Uniformed Security Division and as Director of Special Services. He is responsible for responding on behalf of the company to numerous bid opportunities such as Request for Letters of Interest (ITB's), Request for Letter of Intent (RLI's) and Intent To Negotiate (ITN's) etc. He has been responsible for securing large contracts for the company. Most recently he has worked with local and

State Governmental Agencies to provide security for crucially important public facilities such as water treatment plants. He is directly involved in, and coordinates legal issues such as law suits, interrogatories and is the company liaison between attorneys. He conducts internal affairs investigations revolving around administrative complaints, investigations of security officers and other staff.

He has spent his entire professional career in law enforcement, including the period from 1980 to 1993 during which he was an officer in the Broward County Sheriff's Office. Mr. Sorrentino was at the forefront of the BSO's formation in 1991 of the Juvenile Liaison Unit, the purpose of which was to enhance and develop juvenile policies for the BSO. Mr. Sorrentino served as the Juvenile Liaison Division Coordinator for the Unit, and in such capacity, coordinated the activities between the Broward County State Attorney's Office, School Board, HRS Department and the BSO. Mr. Sorrentino was an officer with the City of Sunrise Police Department from 1973 to 1978 during which time he served as both a uniformed police officer and an investigator. He served with the City of Plantation Police Department from 1970 to 1973.

Throughout his career, Mr. Sorrentino has participated in numerous educational and training schools relating to various facets of law enforcement and has received many commendations.

JEFFREY MACGREGOR
District Manager



Jeff MacGregor - District Manager, with Navarro Security Group since 1995. A security expert with over 15 years experience in the industry, he manages over 200 Armed and Unarmed Security Officers.

Mr. MacGregor acts as a liaison between the company and clients. Additionally, he manages Navarro's Security's Central Dispatch, a Federally regulated URL approved 24- hour dispatch/monitoring station. As a result of Mr. MacGregor's degree of security expertise, he is responsible for the maintenance of over 60 distinguished security accounts.

A native of New Jersey, Mr. MacGregor served in the United States Marine Corps with multiple tours in the Far East and the Mediterranean on board the USS Guam. He has received numerous awards during his military career. Mr. MacGregor was honorably discharged in 1987.

LINDA BLADES

Personnel Director



Linda Blades is the Personnel Director. Mrs. Blades is responsible for all hiring and general Human Resources related matters. These include: Workers Compensation, Medical Issues, Insurance claims etc. Mrs. Blades has been with Navarro since 2001 and began her career in Human Resource Management in March 1990. She spent eight years with ADT as HR Manager. Linda Blades was born and raised in South Florida and attended Hollywood Hills High School, and went on to further her education at Nova Southeastern University where she graduated with a Bachelor's Degree in Human Resources. Linda Blades is married to Bennie Blades former NFL Foot Ball Player.

TONYA SHERRILL
Security Coordinator



Tonya Sherrill, is the Security Coordinator for Navarro and as such is responsible for the day to day scheduling of Security Officers, scheduling last minute call offs due to illnesses, vacations, keeping overtime to a minimum. Ms. Sherrill deals with approximately 450 Security Officers and over 100 accounts. Ms. Sherrill came to Navarro Security in April of 2000. Ms. Sherrill, has worked in various department within Navarro which included Human Resources and the Central Monitoring Station where she held a Supervisory position. Ms. Sherrill, has been in the security field since 1995 and has experience in alarm monitoring and dispatch operations.

TRAINING OFFICER

David E. Nicholson

Is the training officer for Navarro Group Ltd., Inc. and currently holds his instructors certification Florida (K) license to train the (G) license firearm course. Mr. Nicholson

came to Navarro, in November of 1994, as a Private Investigator, performing investigations involving interviewing witness, gathering physical evidence in civil cases and conducting surveillances and preparing reports for a wide range of clients. Mr. Nicholson previously worked as an U.S. Border Patrol, Agent. He was stationed in Las Cruces, NM; San Diego, CA; Niagara Falls, NY; Miami, FL; Swanton, VT; and Indio CA. Mr. Nicholson's performed duties in both uniform and plain clothes. Uniformed duties consisted of regular patrol duties. Plain-clothes duties consisted of interdiction at transportation terminals and duties similar to anti-crime units in major police departments. After 17 years with the US Border Patrol Mr. Nicholson moved on to work for Immigration and Naturalization Services as a Special Agent and received letters of commendation and performance awards. He began as GS-11 and rose to GS-13 Senior Special Agent. As duty Agent he worked numerous cases including airport cases which included fraud, fugitives, assault, and one case which grew into a major national security case (counter-intelligence) which continued for several years with FBI assuming lead agency status. His promotion to GS-12 involved criminal alien task force cases, most involving alien drug gangs. Performing these duties involved cooperation with various law enforcement agencies. Mr. Nicholson was later promoted to GS-13 Senior Special Agent (OCDETF) with full time assignment to OCDETF cases. These cases were all higher-level drug cases, which involved working with Customs, DEA, FBI and ATF. Duties included interviews, surveillance, execution of search warrants, arrests, and processing. Mr. Nicholson is knowledgeable in both the state and federal court system and has received numerous training. His training includes 16 weeks at Border Patrol Academy, 40 hour BATF criminal investigation school, 30 plus cr./hr at Champlain college of Criminal Justice, Criminal investigator training in Glynco, GA, Technical investigations training, Broward OCB informant and RICO training, DEA Drug school at FBI Academy and Asset forfeiture training for OCDETF Agents.

Tab 7: List clients for whom you have provided similar services in the last three years. Provide agency name, address, telephone number, contact person, email address and date service was provided. If services provided differs from the one presented in your proposal, please delineate such differences.

CITY BOCA RATON CITY HALL

City of Boca Raton
Municipal Services Complex
2500 NW 1st Avenue, Building A
Boca Raton, FL 33431
Contact Person: Capt. Dixon
cdixon@myboca.us
Phone Number 561-338-1243
UNIFORM SECURITY

CITY BOCA RATON MUNICIPAL BUILDING

Contact Person: Greg Kuller
gkuller@myboca.us
Phone Number 561-239-0383
UNIFORM SECURITY

CITY BOCA RATON WATER PLANT

Contact Person: Norman Wellings
nwellings@myboca.us
Phone Number 561-338-7322
UNIFORM SECURITY

CITY OF HALLANDALE BEACH - 3 LOCATIONS SAFE DISTRICT

City of Hallandale
Hallandale Beach, Florida
400 South Federal Highway
Hallandale Beach, Florida 33009
Contact Person: Kenneth Cowley
Phone Number 954-457-1434
kencorey@bellsouth.net
UNIFORM SECURITY/GATEHOUSE SECURITY PATROL
Neighborhood Safe District
Roving Patrol/Gate House Security
THREE ISLANDS
ATLANTIC SHORES
Roving Patrol/Gate House Security
LAYNE BLVD.
Roving Patrol/Gate House Security

TOWN OF GOLDEN BEACH POLICE, MIAMI DADE COUNTY

Town of Golden Beach
Town of Golden Beach, Florida
Contact Person: Chief Jim Skinner
Phone Number 786-251-5059
jskinner@goldenbeachpd.org
UNIFORM SECURITY/GATE HOUSE

City of Boca Raton, Since 2001

Municipal Services Complex
2500 NW 1st Avenue, Building A
Boca Raton, FL 33431

The annual contract price is approximately \$439,172.20 (four hundred thirty eight thousand, one hundred seventy two). Boca Raton Utility Plant, City Hall, Municipal Building. Navarro currently supplies the City of Boca Raton with two unarmed guards for the main City Hall. One unarmed guard for the Municipal Building.

City of Fort Lauderdale, Since 1996

City of Fort Lauderdale Executive Airport
6000 N.W. 21st Avenue
Fort Lauderdale, Florida 33309

Currently Navarro supplies the client with Motor Vehicles, bicycles, Two-way Radio Communications equipment. Another Level III security contract we maintain is with City of Fort Lauderdale which includes the Fort Lauderdale Executive Airport. The annual contract price is approximately \$250,000.00 (three hundred eighty thousand). This contract requires us to work directly with the city police agency and we are currently utilizing the police communication system.

Perhaps the most relevant portion of the city contract is the work we do for the Fort Lauderdale Executive Airport. Our contract with the City of Fort Lauderdale Executive Airport requires us to provide security services designed with operational efficiency at the forefront. Our specialized service covers AOA inspections which includes runway and taxiway surveillance for debris, light inspections to ensure all lighting circuits are functioning properly to enhance safety for all aircraft moving on the surface, an inspection of all Nav-Aids, obstruction lights located on stadiums and surrounding buildings, and the rotating beacon to provide the highest degree of safety obtainable for all arriving and departing aircraft. Our Security staff are skilled at working with all local and federal agencies conducting operations on the Airport including the Fort Lauderdale Police Department, FAA Control Tower personnel, and the U.S. Customs Services. Navarro maintains a high visibility on the Airport grounds through a constant vehicle patrol of all perimeter roadways and buildings within the patrol areas. Security staff on duty accommodate and assist the Airport Manager's office in all special requests and assignments that the Airport Manager or his designated representative deem necessary with an unequivocal degree of professionalism. Post orders vary as instructed by Airport Management for each of the three shifts to accommodate the needs of the Airport during a particular time period.

City of Fort Lauderdale Marine Division

2 South New River Drive East
Fort Lauderdale, Florida 33301

Currently Navarro is conducting Motor Vehicle Patrol, Golf Cart Patrol, and Bicycle Patrol, armed type security for the City of Fort Lauderdale Marine Division.

Navarro security officers work closely with the city police department by utilizes the city police communication system. Security Officers duties are to secure and patrol marine facilities at (8) locations throughout the city. During their normal operation the officers will answer alarm calls, document boat slip inventory.

Tab 8:

List those City of Fort Lauderdale agencies with which the proposer has had contracts or agreements during the past three (3) years.

CITY OF FT. LAUDERDALE

City of Fort Lauderdale

City of Fort Lauderdale Executive Airport

6000 N.W. 21st Avenue

Fort Lauderdale, Florida 33309

Contact Person: Mr. Alex Erskine

aerskine@fortlauderdale.gov

Phone Number: (954) 828-4967

UNIFORM SECURITY/PATROL SERVICE

City of Fort Lauderdale

COOLEY'S LANDING, Marine Patrol

Contact Person: Jamie Hart

jhart@fortlauderdale.gov

2 South New River Drive East

Fort Lauderdale, Florida 33301

Phone Number: (954) 828-5423

UNIFORM SECURITY/PATROL SERVICE

City of Fort Lauderdale

MUNICIPAL DOWN TOWN PARKING

290 N.E. 3rd Avenue

Fort Lauderdale, Florida 33301

Gina Joseph

gjoseph@fortlauderdale.gov

(954) 828-3759

UNIFORM SECURITY/PARKING LOT PATROL SERVICE

Tab 9:

Lawsuits (any) pending or completed involving the corporation, partnersCity of Fort Lauderdale Marine Facilities or individuals with more than ten percent (10%) interest:

a. List all pending lawsuits which are concerned directly with the staff or part of your organization proposed for the contract:

NONE (N/A)

Navarro dose not have any Existing Lawsuits

b. List all judgments from lawsuits in the last 5 years which are concerned directly with the staff or part of your organization proposed for the contract.

NONE (N/A)

Tab 10:

Joint Venture – If submitting as a joint venture, submit a copy of the joint venture agreement including the financial agreement between the parties and the percentage of participation of the parties.

NONE (N/A)

Cost Proposal pages

PROPOSAL PAGES - PART I COST INFORMATION

The City currently plans to use Security Officer Level C services. Due to budget constraints, change in services, etc. we reserve the right to change the level of the officers at any time. Quantities listed below represent a total estimate per location for a combination of levels acquired.

NEW RIVER AND LAS OLAS MARINA (ROVING SECURITY COST PROPOSAL – 10:00 PM to 6:00 AM)

Cost per hour to provide a roving Security Officer in accordance with the Scope of Services Section of this RFP.

Level A - Base Level \$ 14.40 per hour X 2,920 (8 hrs. per day X 365 days) = \$42,048.00 Total Cost Per Year

Level B - Mid Level \$ 15.12 per hour X 2,920 (8 hrs. per day X 365 days) = \$44,150.40 Total Cost Per Year

Level C – High Level \$ 16.02 per hour X 2,920 (8 hrs. per day X 365 days) = \$46,778.40 Total Cost Per Year

Cost per hour to provide a vehicle for the roving Security Officer in accordance with the Scope of Services Section of this RFP.

\$ 1.78 per hour X 2,920 (8 hrs. per day X 365 days) = \$5,197.60 Total Cost Per Year

COOLEY'S LANDING MARINA (NON-ROVING COST PROPOSAL – 6:00 PM to 6:00 AM)

Non-roving Security Officer in accordance with the Scope of Services Section of this RFP.

Level A - Base Level \$ 14.40 per hour X 4,380 (12 hrs. per day X 365 days) = \$63,072.00 Total Cost Per Year

Level B - Mid Level \$ 15.12 per hour X 4,380 (12 hrs. per day X 365 days) = \$66,225.60 Total Cost Per Year

Level C – High Level \$ 16.02 per hour X 4,380 (12 hrs. per day X 365 days) = \$70,167.60 Total Cost Per Year

Proposers note: The cost per hour shall be for the specified shift time for each location requiring coverage. Allowance for pricing is limited to a minimum of two (2) security officers for each daily shift including; one (1) person for non-roving security at a stationary facility and one (1) person for roving security at other facilities as specified in Part IV, Section 03. Coverage utilizing one (1) person for split shifts at more than one designed site during normal patrol service hours will not be permitted under the terms of the contract without prior authorization. The City will not pay for any

travel or down time for officers or vehicles that are not permitted under the terms of the contract.

Proposer must specify all holidays on the space provided below that security personnel will be COMPENSATED FOR AND HOW HOLIDAY PAY IS NORMALLY PAID (i.e. eight hours additional pay at the normal rate of pay, one and one-half times the normal rate of pay, etc).

<u>HOLIDAY</u>	<u>HOW PAID</u>
1. <u>New Year Day</u>	<u>Time & One Half</u>
2. <u>Memorial Day</u>	<u>Time & One Half</u>
3. <u>Independence Day</u>	<u>Time & One Half</u>
4. <u>Labor Day</u>	<u>Time & One Half</u>
5. <u>Thanksgiving Day</u>	<u>Time & One Half</u>
6. <u>Christmas Day</u>	<u>Time & One Half</u>
7. _____	_____
8. _____	_____

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

COMPLETE AND RETURN THE REQUIRED NUMBER OF PROPOSAL PAGES AND ATTACHMENTS.

PRICE INCLUDES:

- Hourly radio checks between Navarro's Central Dispatch and the S/O's
- Unannounced site visits by Navarro Road Supervisor's in Security Marked Cars
- Security Officer replacement if requested
- 24 hour access to the S/O's District Manager & Administration
- **Monitoring aid installed: In Patrol Vehicle GPS Tracking System which assist management in insuring proper daily security patrols by security staff assigned to this project.**

SUPERVISOR CHECKLIST

SUPERVISOR: _____

DATE: _____

POST: _____

Identification Data:					
Officer's Name					
D-License Number		Expiration Date: _____			
G-License Number		Expiration Date: _____			
Rating	Excellent	Good	Fair	Poor	Trained
<u>PAPERWORK</u>					
Time Sheet					
Activity Log					
Entry Log					
Incident Report					
Post Check-In Log					
Post Orders on Post					
Visitor Sign-In/Out Log					
<u>APPEARANCE</u>					
Shirt/Pants					
Patches					
Shoes/Socks					
Undershirt					
Badge/Rank					
Hair					
Other					
<u>DUTY PERFORMANCE</u>					
Courteous					
Professional					
Follows Post Orders					
COMMENTS:					

Reviewed By & Date: _____

Action Taken By & Date: _____

Approved By & Date: _____

SUPERVISOR _____
SHIFT / FROM _____ TO: _____
DATE: _____

SUPERVISOR REPORT

[illegible]

All keys, equipment and special instructions received in good order.

Signature of Relief Officer

SUBMITTED BY: _____ **OPERATIONS
MANAGER'S APPROVAL** _____

INFORMATION NOTIFICATION SHEET

100

INCIDENT REPORT

101

****SECURITY ACTIVITY REPORT****

DISTRIBUTION: 10 Copy Each Client

NAVARRO GROUP LTD., INC.

INVENTORY CONTROL CHECKLIST

SITE: _____ RESPONSIBLE EMPLOYEE: _____

ITEM	QUANTITY	MAKE	MODEL	SERIAL NO.	CONTROL #
BICYCLE					
HELMET					
HALOGEN LT./CHGR					
FLASHLIGHT					
RADIO/MOTOROLA					
RADIO/STANDARD					
RADIO BATTERY					
BATTERY CHARGER					
SAFETY VESTS					
RAIN COATS					

NGL/#044

NAVARRO SECURITY GROUP

POST ORDERS ORIENTATION

This is to certify that on _____, Security Officer _____

was assigned to: _____

Upon reporting to duty, said Security Officer received approximately _____ hours
of On-The-Job Training, which consists of the following subjects:

	YES	NO	N/A
COMPANY POLICIES			
POST ORDERS			
LOG BOOK PROCEDURES			
REPORT WRITING			
ACCESS CONTROL			
KEY CONTROL			
PATROLLING			
FIRE PREVENTION			
SAFETY			
PUBLIC RELATIONS			
LIABILITY			
LIMITS OF AUTHORITY			
DISCIPLINARY POLICY			
TELEPHONE PROCEDURES			
COMMUNICATIONS			
UNIFORM APPEARANCE			

Employee Signature _____ Supervisor _____

Training Officer _____

Rev 9/22/97 - NCI 97-080

WEEKLY SCHEDULED HOURS

[illegible][illegible]

Non Billable Hours

OTHER AVAILABLE SUPPORT EQUIPMENT:

Through their cooperation with Infusion Inc., Navarro has the capability of offering AED systems as follows:

LifePak 500 AED by Physio Control. The 500 weighs in at just seven pounds, so it can be taken anywhere. It has clear screen messages, voice prompts and lighted buttons, to guide responders through operation. Its intuitive design is ideal for infrequent or inexperienced users. Worry-free high capacity lithium batteries never require maintenance or recharging. LifePak 500 defibrillators are configurable to different energy.

Each comes standard with:

Pre-connected Quick-Combo electrodes

Soft-sided carrying case

Automatic Daily QA testing

5 year maintenance free Lithium battery

Concise Voice Prompting and LCD test display

Medtronic Physio LifePak 500

LifePak 500 Lithium 5 Year Battery (Non-Rechargable)

LifePak 500 Quick Combo Defibrillation Pads by Physio-Control

AED Wall Mounted Rescue Station Cabinet with Strobe & Alarm

Data Transfer 500 software